



St. Vincent's Catholic Primary School

APPLICATION FOR LEAVE DURING TERM TIME

Parents/guardians must ask permission, where the situation is exceptional or urgent, for their child to be absent during term time, and it is at the Head teacher's discretion to decide whether or not the absence will be authorised. If leave is taken without permission, or no application is made, parents risk being issued with a Penalty Notice or being prosecuted on their return. Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation at least two weeks before the proposed leave.

PARENTS SECTION (to be completed first)				
Child's Name:				
Date of Birth:		Class:		
Full Name of Parent/ Carer:				
Address of child (including postcode)				
Telephone Number Contact 1:				
Telephone Number Contact 2:	Name of second contact: Relationship: Telephone number:			
Reason for Request:				
Departure Date	First Day of Absence	Date	Final Day of Absence	Date
Has your child had leave since he/she started school?				

SCHOOL SECTION (to be completed by school)				
Child's Attendance	Current Year		Previous Year	
Authorised	YES		NO	
Reasons:				
Date of Meeting with parent:				
Headteacher Signature:				

