



# ST. MARY'S CATHOLIC PRIMARY SCHOOLS TRUST

Executive Headteacher: Miss L. O'Callaghan  
www.stmaryscatholicprimaryschoolstrust.co.uk



## ST. MARY'S CATHOLIC JUNIOR SCHOOL

Sydenham Road, Croydon, CR0 2EW  
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Acting Head of School: Mr. A. J. McDonald  
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### Application for Pupil Leave of Absence from School

Term time holidays are detrimental to the learning of individual pupils. They should be avoided and would only be authorised by the school in exceptional circumstances e.g. bereavement. Requests for leave of absence must be done at least three weeks in advance, failure to do this may result in the leave being unauthorised.

**Please enclose a copy of the Flight/Holiday Itinerary with this application.**

Before authorising leave the Attendance Coordinator/ Headteacher will consider:

- The child's current attendance record, including punctuality
- The age of the child (children aged 5-16 are legally required to attend school)
- The child's stage of education, especially if they are in Year Six
- If previous requests have been made within the same school year for leave
- If the child's works and conduct are of an acceptable standard
- The nature of the absence (only exceptional circumstances will be authorised)

**Full name of child/ren:**

\_\_\_\_\_  
\_\_\_\_\_

Class: \_\_\_\_\_

Class: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of absence/ holiday: \_\_\_\_\_ Date of return to school: \_\_\_\_\_

Reason for going:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Parents/ Carers: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Dear Parent/ Carer,

Thank you for the completed application for leave of absence for \_\_\_\_\_ and \_\_\_\_\_

Your child's absence has been authorised for \_\_\_\_\_ days under exceptional circumstances.

Your child's absence has not been authorised for \_\_\_\_\_ days for the reasons listed above. **I must inform you that, according to legislation, if you decide to take your child away without consent of the school, you may receive a penalty notice of £60 per child from the Education Welfare Service.**

Signature of Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_