



CLITHEROE ST JAMES' C. E. PRIMARY SCHOOL

Greenacre Street, Clitheroe, Lancashire, BB7 1ED

APPLICATION FOR ABSENCE FROM SCHOOL

To apply for a child to be granted leave from school parents should **complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expense.** Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance. **It is important that, if you believe exceptional circumstances apply, evidence is provided to school at the time of submitting this request.**

PARENTS' SECTION (application must come from the parent with whom the child normally resides)

Surname of Child: First Name:

Date of Birth: Class:

Surname of parent/carer: First name:

Relationship to child:

Home Address:

Postcode: Telephone Number:

Please provide information regarding the exceptional circumstances supporting this application for leave **and attach evidence to support this.**

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Length of absence: Destination:
(number of school days) (if applicable)

Date of departure: Date back in school:

Emergency UK telephone contact name and number:

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In considering the request school will also consider other factors, such as: the timing of the requested leave, the pupil's attendance record, other periods of leave the pupil may have had, either during the current or previous academic year.

Parent/carer's signature:Date:.....

SCHOOL SECTION:

Date application received: Pupils% Attendance:

Date of meeting:
(where applicable)

Gender of child: Male/Female

Leave Request Approved? Yes/No

Reason for decision:.....
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Number of previous applications granted:

Headteacher's signature:Date:

Letter Sent to Parents

Class Informed