



# ST. JOHN'S CE INFANT AND NURSERY SCHOOL (VC)

## Application for Leave of Absence for Exceptional Circumstances

Proposed Dates of Absence From: \_\_\_\_\_ To: \_\_\_\_\_

I request permission from the school for my child:

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

to be granted Leave of Absence for the above dates.

Please give details and reasons for the proposed absence:

Signature of  
Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

The completed form should be submitted to the Headteacher of your child's school not less than one month before the proposed period of absence.

The Head Teacher will carefully consider your request and may take your child's attendance record into account. If permission is refused any absence for the above period will be recorded at the end of the school year as unauthorised absence.

**Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods.**

Having a good education will help to give your child the best possible start in life.

If your child is absent for any period, he or she may miss  
essential elements of their learning programme.

For Office Use:

Total no. of absences to date	
No. of authorised absences to date	
No. of unauthorised absences to date	
Authorised or unauthorised	