



St Edmund's Catholic Primary School

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Headteacher: Mrs E Higgins



Application for Leave of Absence for Exceptional Circumstances – Academic Year 2025-2026

As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday period. During the academic year pupils are at school for 190 days and at home for 175 days.

Please complete this form if you want to ask the Headteacher to authorise a leave of absence during term time. You must ask well in advance and you are strongly advised to request leave of absence before you confirm your holiday arrangements. Unauthorised absence may result in the issue of a Penalty Notice. The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and then will inform you of the decision. The Headteacher will notify you of the decision within five days.

Name of child(ren):	In Year(s)
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Complete this if your child is missing a whole day, or a number of days	
I am applying for leave of absence for my child for the dates given below:	Total number of days my child will be absent
From (1 st day of absence)/...../..... To (last day of absence)/...../.....

Complete this if your child is missing only part of a day (e.g. doctor's appointment), please indicate the timings:		
Date/...../.....	Leaving	Arriving

<i>Please tick the appropriate box below</i>	<input checked="" type="checkbox"/>	
Medical / Dental appointment	<input type="checkbox"/>	Authorised
Music / ballet exam	<input type="checkbox"/>	Authorised
Visit to another school	<input type="checkbox"/>	Authorised
Holiday	<input type="checkbox"/>	Unauthorised (except in exceptional circumstances)
Special Occasion	<input type="checkbox"/>	Unauthorised (except in exceptional circumstances)
Compassionate Leave	<input type="checkbox"/>	May be authorised
Details of request for special occasion or compassionate leave:		
This cannot be taken during the school holidays because:		
Has your child already had leave of absence this year? YES / NO (please circle)		
If YES please give dates and details		
Signed	Date	

To be completed by the Headteacher	
Child's attendance level for this academic year so far:	%
Our overall school target for attendance is:	97 %
The absence will be recorded as authorised <input type="checkbox"/>	The absence will be recorded as unauthorised <input type="checkbox"/>
Explanatory notes:	
Signed	Date