St Edmund's Catholic Primary School

The Drive O Godalming O Surrey O GU7 1PF
Tel: 01483 414497
info@stedmunds.surrey.sch.uk
www.stedmundsschool.co.uk
Headteacher: Mrs E Higgins

Application for Leave of Absence for Exceptional Circumstances – Academic Year 2026-2027

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 your 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)

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: From (1st day of absence) ……../……../…….. To (last day of absence) ……../……../……	Total number of days my child will be absent ……

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

*Please tick the appropriate box **below***	✓	
Medical / Dental appointment		Authorised
Music / ballet exam		Authorised
Visit to another school		Authorised
Holiday		Unauthorised (except in exceptional circumstances)
Special Occasion		Unauthorised (except in exceptional circumstances)
Compassionate Leave		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** ☐ The absence will be recorded as **unauthorised** ☐

Explanatory notes:

Signed	Date

OFFICE USE: Entered on Arbor ☐ Scanned and emailed to parent ☐