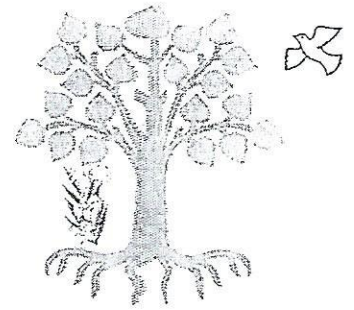


St. Joseph's Catholic Primary School

Cherry Orchard,
Lichfield,
Staffordshire,
WS14 9AN
Tel: 01543 263505

Mrs D McLeary



APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL

Mrs McLeary will consider each application of absence on its own merit – however please note we are no longer able to authorise any leave absence during term time for a family holiday or extended leave. However you are still required to notify us of an expected absence. Should you decide to take a leave of absence during term time, it will be recorded as an unauthorised absence. For further information please refer to Staffordshire County Council Attendance Policy on the reverse of this application and our attendance policy on the school website.

Full name of child _____ Year Group

Full name of child _____ Year Group

Full name of child _____ Year Group

Full name of child _____ Year Group

Address _____

Reason for application: Family Holiday Medical/Dental appt
Interview external examination/dance/ballet Other

please provide further details of absence for consideration _____

First date of absence _____ date of return to school _____

Total No of days required _____

Signature of parent(s)/carer(s) _____ Date _____
(I have read and understood the Staffordshire County Council attendance policy overleaf)

For Office use only

Authorised yes no

Parent informed yes no Current Attendance _____ %

Days already taken _____

D McLeary..... Date:.....
Headteacher