

# St Vincent's Catholic Primary School

*To love, serve and learn as Jesus shows us*



## REQUEST FOR LEAVE OF ABSENCE IN SCHOOL TERM TIME

From the 1st September 2013, **the law does not give any entitlement to parents to take their child on holiday during term time**. Any applications for **leave of absence of any nature** must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

Please complete the form below and return it to the school office, it shall be returned to you completed and signed by the Headteacher. Any absence that has not been agreed by the Headteacher will be recorded as unauthorised.

Childs Name: ..... Class: .....

First day of leave requested ...../...../..... Last day of leave requested ...../...../..... Total No of Days .....

***Reason for requesting leave in term time***

Signed by Parent/Guardian/Carer .....

Print Name..... Date .....

Thank you for your request, it has been recorded as ..... Authorised ☐ Unauthorised ☐

Signed by..... Date .....  
***Headteacher***