



St Vincent's Catholic Primary School

The Ridgeway

Mill Hill

London NW7 1EJ

Tel: 020 8959 3417

email: office@stvincents.barnet.sch.uk

Website: <https://stvincents.school>

APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE

Parents should refer to the school's attendance policy before requesting leave of absence. By requesting permission for your child to be excused from school, you are agreeing to abide by the decision of the Head Teacher. You must provide relevant information and not make travel plans before receiving permission. (Please see form attached.)

If your request is not agreed, your child must attend school, or you may be liable to a fixed-penalty notice. In some circumstances, you may be jeopardising your child's place at the school.

Absence from school is governed by the Education (Pupil Registration) (England) Regulations 2006, and as amended, 2010.



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EXCEPTIONAL LEAVE OF ABSENCE REQUEST FORM

Child's Name Class

Name of Parent/Carer making request:

Dates requested:

How many school days? Return to school date:

Reason for requested absence:

.....

.....

Parent/Carer Signature: Date:

*Please return completed form to the school office as soon as possible, **prior to the requested absence.***

OFFICE USE ONLY

Child's Name Class

Frequency of request: 1st 2nd 3rd

Number of school days requested:

Current attendance:

Child's attainment:

Leave of absence authorised: YES NO

Headteacher's Signature

Date Reply Sent to Parent/Carer:

| The code placed in the register will be | Performance (licence required) Exceptional circumstances | Approved Sporting Activity | Religious Observance | Unauthorised Family Holiday | Authorised Family Holiday | Unauthorised (other reason) |
|---|--|----------------------------|----------------------|-----------------------------|---------------------------|-----------------------------|
| | C | P | R | G | H | O |