



To Mr Hickey

APPLICATION BY PARENT FOR CHILD’S LEAVE OF ABSENCE FROM SCHOOL

Child’s Name..... Form.....

Address.....

.....

I wish to apply for my child to be absent from school for

From To (*inclusive*)

reason, please specify in detail -

.....

I confirm that the above activity is essential and cannot take place outside school time

Signed (Parent/Guardian)..... Date.....

Please attach an accompanying letter and other documentation explaining why this absence is essential.

Permission granted by Mr Hickey, Headteacher.....

Date.....

Permission refused by Mr Hickey, Headteacher

Date.....

NOTES

Leave of absence will only be considered in exceptional circumstances.

SCHOOL WILL ONLY GIVE PERMISSION,

- (i) THE ACTIVITY CANNOT TAKE PLACE OUT OF SCHOOL TIME
- (ii) THE ABSENCE WILL NOT JEOPARDISE THE CHILD’S EDUCATION
- (iii) IT IS ESSENTIAL FOR THE CHILD’S OVERALL WELFARE.

The school reserves the right to instigate proceedings for a fixed penalty fine to be issued to parents who do not seek permission or who ignore the school’s refused permission.