For Office Use Only:
❑ Granted/❑Not Granted

St Polycarp's Catholic Primary School

Headteacher: Mrs. P. Best B.Ed. MA

The absence form is to be completed by a parent/carer and handed to the office staff **two weeks before** the leave of absence is required. Parents are advised well in advance of school term and holiday dates and are expected to book their family holidays during the school holidays. Whilst all requests for leave will be treated sympathetically, the Headteacher abides by Surrey County Council guidelines with regard to leave of absence. This will only be authorised in exceptional circumstances by the Headteacher. ***Please be aware that absences from school are disruptive and detrimental to your child's learning and education.***
I request a leave of absence for the following child/children
Name of child/ren:
Class/es:
To be absent from school (*give dates of first and last day of absence*) From: To:
Reason for absence:

Signed by Parent/Guardian:	Dated:

Office to complete	
Overall Attendance :	
Current Record of Sickness Absence: am/pm sessions:	
Other Absences: am/pm sessions	

Office to complete this section and return to the Parent/Carer ***Dates of Absence- From:*** ***To:***
To the Parents/Carers of: Class:
Whilst your child is on holiday please help your child to prepare a holiday diary to show the rest of the class on return.
❑ Permission is not granted for the leave of absence you have requested for your child.
❑ Permission is granted for the leave of absence you have requested for your child. ***(only in exceptional circumstances)***

Signed by Mrs Paula Best: **Headteacher**	Dated:

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