



Our Lady's Catholic Primary School

"Living and Learning in Faith"

Leave of Absence Request Form

This form should be completed by an adult who has parental responsibility for the child named below and submitted to Mrs Core, Headteacher within four weeks of the start of the proposed leave of absence. **A separate form should be completed for each child that leave of absence is being requested for.**

Parents and carers are reminded that leave of absence taken without permission may result in the issuing of fixed penalty fines by the local authority of up to £120 per parent per child.

Parents are also reminded that leave of absence for the purpose of holidays in term time can no longer be granted save in the most exceptional circumstances.

Name of Child:		Year Group:
Name of Parent:		
Address:		
Telephone Number:		
Start date of proposed leave of absence:	End date of proposed leave of absence:	Number of school days requested:
Reasons for request:		

Signed:

Date:

Office Use Only:

Current Attendance:	Approved / Not Approved
----------------------------	--------------------------------

Old Chapel Street, Edgeley, Stockport SK3 9HX

Tel: 0161 480 5345 Fax: 0161 480 1086

Email: headteacher@ourladays.stockport.sch.uk

www.ourladays.stockport.sch.uk

