

## Application for Leave of Absence

### I request that

CHILD 1 \_\_\_\_\_ TUTOR GROUP \_\_\_\_\_

CHILD 2 \_\_\_\_\_ TUTOR GROUP \_\_\_\_\_

CHILD 3 \_\_\_\_\_ TUTOR GROUP \_\_\_\_\_

Be granted leave of absence from \_\_\_\_\_ to \_\_\_\_\_

Number of days to be taken \_\_\_\_\_

Reason: \_\_\_\_\_

In order for the absence to be considered for authorisation, please provide copies of all relevant information eg, flight tickets, medical letters, wedding invitations etc.

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

*This form is to be completed by the parent and forwarded to Reception **not less than four weeks** prior to the absence required. This form and any evidence can also be emailed to [enquiries@st-pauls.org.uk](mailto:enquiries@st-pauls.org.uk)*

*Approval of absence is entirely at the discretion of the school. Only in exceptional circumstances will a pupil be granted absence, all absence more than ten school days in any one year will not be authorised.*

**NB** Please check, is your child doing a public exam course?

- Leave will **NOT** be approved from Easter onwards for pupils in Year 7-13 who are doing a public exam course.
- Your intended absence coincides with the beginning of courses e.g. GCSE study, etc.

### **Pupils should take note of the following:**

- Notice should be taken of coursework deadlines.
- Pupils should arrange with staff to make sure that they are aware of what work is to be covered in their absence and make every effort to ensure its completion by the time of their return. Work ideally should be done prior to leaving for holiday.