

Wetheringsett CofE Primary School



Application for leave of absence for a pupil

Important information for parents/carers applying for leave of absence:

There is no automatic right to absence.

For the school to consider granting authorisation for absence, one or more of the criteria listed below must be met:

Please tick the criteria that apply.

- A day of religious observance
- Participation in regional or national competitions of recognised sporting or other educational activities
- Attendance at the funeral of a close family member
- **If none of the above apply it is unlikely that the absence will be authorised.**

I wish to apply for leave of absence from school to be granted to:

Name of Child _____ Class _____

Affected dates to schooling: _____ To _____
(last day in school) (date of return to school)

Total number of school days requested in this application

Total school days taken this academic year

Signature of Parent/Carer _____

Date _____

School Response:

Authorised/Unauthorised Signature _____

Date _____ Reasons (if any) for not authorising: