



St John's School

Application for Authorised Leave

PUPIL NAME (First and Surname)			
CLASS			
Siblings in other schools:			
PARENT CONTACT NUMBER	WORK		
	HOME		

NUMBER OF SCHOOL DAYS REQUESTED <i>Do not include SAT/SUN</i>	DAYS IN TOTAL	FROM DAY/ MONTH/YR	TO DAY //MONTH/YR
REASON FOR REQUEST (Please provide sufficient detail to inform the decision making process).			
HAS YOUR CHILD HAD ANY OTHER HOLIDAY REQUESTS IN THE CURRENT ACADEMIC YEAR?	Yes	No	IF YES PLEASE GIVE DATES AND DETAILS:

Attendance at school is statutory and children are required to attend school for 188 days each year, and every day is important.

Headteachers may only authorise absence in exceptional circumstances.

In order to obtain permission parents are reminded that:

1. Holiday bookings should not be confirmed prior to gaining approval.
2. Adequate notice is required for applications to be processed.

There will be certain occasions when holiday requests will not be granted e.g. during exam time, child's poor attendance record. If request for holiday leave is declined, parents have the right to appeal to the Director of Education.

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

FOR OFFICE USE ONLY				
Attendance Percentage		Entered on SIMS		Parents notified
Permission Granted	Yes	No	Reason	
Agreed By:			Date:	