



Raglan Primary School

Application for Leave of Absence

Please read the following information prior to completing the request.

As you are aware, it is the policy of the school not to allow any holiday or extended leave during term time unless in exceptional circumstances. However, if you wish to request leave of absence you need to read the following advice and complete the form below.

This form must be completed 4 weeks prior to the requested leave of absence where possible. Each request for absence will be considered individually and will take into account the following:

- Attendance and punctuality in the current and previous academic year.
- The child's attainment and progress.
- The nature of the request and whether any other requests have been made.

A fixed penalty notice may be issued should a pupil take leave of absence without permission.

Full name of Pupil:	Teacher:	Class:
Reason for request for leave of absence:		
Intended dates of absence:		
Name of parent/carers:	Signature:	Date:

Teacher comment on attainment and progress:
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For office use only:	
Form submitted by Office Staff to Headteacher together with Registration Certificate:	Yes/No
Agreement given by Headteacher:	Yes/No
Appropriate letter sent to parent/carer (from Headteacher)	Yes/No
Signed: Ms Kath Margetts Headteacher	Date: