



St. Mary's Catholic Primary School

Headteacher:
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Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional.

Please note: There is no general right to authorise absence for a family holiday. If you take your child out of school without permission, the absence will be unauthorised.

You are advised not to make any arrangements until your request has been considered.

To the headteacher – I wish to apply for

Child's Name Year

to be authorised as absent from school (please include dates and time):

from to (inclusive dates)

If your child has siblings that are also applying for a leave of absence please enter their name and year group below:

Child's name..... Year

Child's name..... Year

Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional; and therefore the leave cannot be taken within the school holidays. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. If you require additional space, please continue on the other side of the page.

For office use only

Tick as appropriate.

Request approved for number of days from the dates and times.....

A personal discussion with you is requested.

Please contact:

Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

Current attendance rate:

Headteacher:

Date: