



LAUNDE PRIMARY SCHOOL

New Street Oadby Leicester LE2 4LJ

Tel: (0116) 271 2261 office@launde.leics.sch.uk

HEADTEACHER: Ms Kathryn Priddey BEd Hons

LEAVE OF ABSENCE APPLICATION FORM

Name of child:	
Class:	
First day of absence:	
Last day of absence:	
PLEASE NOTE: <ul style="list-style-type: none">• Headteachers are not able to grant any leave of absence unless there are exceptional circumstances which support the request being made• Where a family chooses to take leave during term time without the Headteacher's written permission the absences will be coded as unauthorised. In such circumstances Headteachers may request that the Local Authority issues a Penalty Notice (to each parent)• Absence for religious days, bereavement, family weddings or funerals is limited to one day only• Days in excess of any agreed period will be marked as 'unauthorised absence' and recorded on your child's school record accordingly• Requests will be refused if your child has a poor record for attendance which is below the school average or if national tests are taking place at the time of the absence• Any leave taken without prior consultation with the school will be marked as 'unauthorised absence'• Any leave for birthdays or day trips will not be granted	
Please indicate the reasons why this absence could not take place in the course of the normal school holiday pattern:	
Signed:	Date: