



HAGLEY CATHOLIC HIGH SCHOOL

APPLICATION FOR PLANNED LEAVE OF ABSENCE DURING TERM TIME

I request that the following student:

Name of child:

Tutor group:

be granted leave of absence from Hagley Catholic High School from

..... to

Total number of school days absent (excluding weekends) days.

My child's current percentage of attendance is%

Previous term time absence already taken including illness & appointments

..... days.

I request to apply for my child to be absent from school during term time because:

.....
.....
.....
.....
.....
.....

Signature parent/carer..... Date.....

Permission granted Yes/No Registers noted Yes/No Reply letter Yes/No

SCHOOL USE:

APPLICATION FOR LEAVE OF ABSENCE FROM HAGLEY CATHOLIC HIGH SCHOOL

Name of child..... Tutor Group.....

Your recent request for leave of absence for these dates.....
has been **APPROVED / REFUSED**.

Signed

Dated