



**HAGLEY CATHOLIC HIGH SCHOOL**

**APPLICATION FOR PLANNED LEAVE OF ABSENCE DURING TERM TIME**

**DFE Granting leaves of absence guidelines "Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.**

**If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school. As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday."**

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.

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

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

Name parent/carer.....

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

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**SCHOOL USE:**

**APPLICATION FOR LEAVE OF ABSENCE FROM HAGLEY CATHOLIC HIGH SCHOOL**

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

Child's current percentage of attendance is ..... %

Previous term time absence already taken including illness & appointments.....days

Request for leave of absence for these dates.....have been Authorised/Unauthorised

Signed.....

Dated.....

(Notification of Principal decision will be given within 5 working days, via our Attendance Office)

☐ G

☐ C

☐ P

☐ R