



Headteacher: Mrs Andrea Sherratt
St Modwen's Catholic Primary School
Tutbury Rd, Burton on Trent, DE13 0AJ



Request for leave during term time

Please be aware that under new Government guidelines the School is no longer able to authorise leave for holidays. The school is also required to notify the Local Authority when holiday is taken during term time.

To: The head teacher

Pupil's name (s): _____ Year Group (s): _____

First day of absence: _____ (day, month, year)

Return date to school: _____ (day, month, year)

The **exceptional** circumstances and reason for this request are: -

Parent/Guardian Signature: _____ **Date:** _____

Please indicate if a request has also been submitted for younger/older siblings at another school:

Child's name: _____ Year Group: _____

School: _____

Please return completed form to the school office **before** the period of requested absence.

For School Use Only

Current Attendance: _____% Last Term's Attendance: _____% Last year's Attendance: _____%

Total number of days requested? _____

Number of previous unauthorised absences within the last three terms: _____

Total of unauthorised absences (to include this request): _____

Are there any exceptional circumstances to be taken into consideration? _____

Agreed/Not Agreed and code to be used: _____

Will a referral be made for a Fixed Penalty Notice? _____

Head Teacher's Signature: _____ Date: _____