



St Benedict's Catholic School

The Catholic Secondary School for West Suffolk

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REQUEST FOR LEAVE OF ABSENCE

At St Benedict's we place great importance on attendance. High attendance leads to high achievement. From 1st September 2013 legislation prohibits any school from authorising leave of absence for holidays except in exceptional circumstances. This may include:

- Where it is company /organisational policy for an employee to take leave at a specified time of the year (Documentary evidence will be required)
- Service personnel returning from or scheduled to embark upon a tour of duty abroad.
- Where a holiday is recommended as part of a parent's or child's rehabilitation from a medical or emotional issue. (Evidence from a professional must be provided)
- Other factors that may result in the Headteacher consulting with the Local Authority for advice

This form requesting Leave of Absence should be completed by the parent/guardian and returned to the Headteacher at least two weeks prior to absence.

Name of Child

Date of Birth

Tutor Group

I, being the parent of the above child/ren request that you consider my child/ren to be absent from school.

Requested period of absence from.....to.....

Reason for the absence: Absence can only be approved in exceptional circumstances

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Signature of Parent /Guardian.....

Siblings

For our information only, please circle if you also have a child at one of our Pyramid schools:

St Edmunds / St Louis Primary / St Felix / St Joseph's/ St Louis Middle

OR other school (please name).....