

ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

Headteacher: Mrs Michelle Keating BEd (Hons)

Assistant Head: Mr Andrew Booth BSc (Hons)

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Puckeridge

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**ST THOMAS OF CANTERBURY SCHOOL**

**APPLICATION FOR LEAVE OF ABSENCE**

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| As a parent or carer, you should fill in this form if you want to take your child out of school during term time to go on an annual holiday or for a family emergency that requires time away from school.  After completing the form, please return it to Mrs Keating **no less than 10 days** before the date when you want the period of absence to start. You will then be invited to a formal meeting to discuss your request.  The conditions under which leave of absence for term-time holidays may be granted are contained in Reg. 7 of The Education (Pupils Registration) Regulations 2006 (amended 2013, no.756) and Sections 62 - 68 of the DfE publication **Keeping Pupil Registers 2008**.  Under new Government guidelines from September 2013, **Head Teachers may not authorise leave of absence for holidays unless in exceptional circumstances.** |
| **I request that** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of child)  **be granted leave of absence from St Thomas of Canterbury School**  **From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_**  **Please clarify reasons for absence below:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_  *(Signature of Parent Carer) (Date)*  **You may be invited to a meeting to discuss your request in more depth.** |