

**ST LUKE'S CATHOLIC PRIMARY SCHOOL,
THE WILLOWS, FRODSHAM, WA6 7QP.**

**LEAVE OF ABSENCE REQUEST FORM FOR;
EXCEPTIONAL CIRCUMSTANCES AND SPECIAL OCCASIONS**

Note -

Arranging appointments and outings after school hours, at weekends or during school holidays will help to prevent disruption to your child's education and to the school.

Under normal circumstances, you should not expect the school to agree to your child going on holiday during term time.

From: **To:**

I/We wish to apply for leave of absence for the following reason:

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Child's name Class Teacher

Signed Parent/Guardian..... Date

ST LUKE'S CATHOLIC PRIMARY SCHOOL

Leave of absence has / has not been authorised.

From.....To(Dates)

Child's nameClass.....

Signed (Headteacher)Date
