



LADYMOUNT
Catholic Primary School

Ladymount Catholic Primary School
Portal Road
Pensby
Wirral
CH61 5YD

Telephone: 0151 648 4326
Fax: 0151 648 9098

Headteacher:
Miss N Turner

APPLICATION FOR LEAVE OF ABSENCE OF CHILD FROM SCHOOL
HOLIDAY REQUESTS DURING TERM TIME WILL NOT BE GRANTED
(unless in exceptional circumstances)

Please note that your child's attendance record will be scrutinised before your request can be considered for authorisation.

NAME OF CHILD/REN CLASS(ES)

ADDRESS:

I would like my child/ children to be granted absence from school from

(1st day of absence) returning to school on No of school days =

Please note that leave of absence will not be granted during SATs and phonics testing weeks.

I understand that pupils can only be granted leave of absence in exceptional circumstances.
Please tick below:

Parents' employment conditions preclude holidays being taken at other times, eg serving members of the armed forces

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Parents' employment conditions include a factory shut-down in term-time

☐

Other (thorough explanation required - please use the space below or submit a letter with this form)

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Signature of Parent/Carer: Date:

This form must be completed and the leave of absence approved by the school at least 1 week before leave is taken.

THIS PORTION TO BE RETURNED TO THE PARENTS

NAME OF CHILD/REN CLASS (ES)

Permission for leave of absence has / has not been granted from to No of school days =

Headteacher Date:

