

ABSENCE REQUEST FORM



**ST. MICHAEL'S
RC SCHOOL**

Due to the legislation introduced in September 2013, we are no longer able to authorise any holidays during term time, except in exceptional circumstances.

If you feel that your request falls into the exceptional circumstances category, please complete the form below and your request will be considered, on an individual basis, by the Governing Body.

A. Pupil Details			
Name:		DOB:	
Address:			
Class :			

B. Leave of Absence Request Details			
Start date of requested leave:		End date:	
Return to school date:		No. of days:	
What are the <u>exceptional circumstances</u> for your leave of absence request that you wish the school to consider?			
Name of parent / carer (print):			
Signature:		Date:	
Name of parent / carer (print):			
Signature:		Date:	

C. For School Use			
Current attendance %:			
Previous LOA this academic year:			
Does the LOA request time coincide with SATS:			
Any mitigating / aggravating circumstances (Including any ongoing medical issues):			
Is the LOA approved?:	YES	NO	
If YES - Number of days to be authorised for this LOA application:			
Signature of Head Teacher:		Date:	
Register Code to be used for this LOA:			

School term dates are set well in advance and can be obtained from the school office or from the school website at www.stmichaelsesh.durham.sch.uk