

**For the Attention of the Headteacher and Chair of Governors  
St Anne's RC Primary and Nursery School, Audenshaw.**

**Application Form for Leave of Absence during Term Time.**

**Note to parents:**

The Governing Body has a discretionary power to grant up to 10 school days leave of absence in any academic year.

This will only be granted in exceptional circumstances.

As any absence has a detrimental effect on academic progress the pupil's level of attendance will be taken into account when any request for leave of absence during term time is considered.

Parents are reminded that leave of absence in term time is not a right, and is only granted with the greatest reluctance.

Pupil's Name: \_\_\_\_\_

Year: \_\_\_\_\_

First Day of Absence: \_\_\_\_\_

Returning to school on \_\_\_\_\_

Reason Holiday cannot be taken during school holidays

**Declaration**

I confirm that the details given on this form are correct.

It is necessary for the holiday to be taken during term time for the reasons stated above.

Signed: \_\_\_\_\_

Parent/Carer Date: \_\_\_\_\_

**For School Use Only:**

**Appointment with parent (Date)** \_\_\_\_\_

Application Granted/Denied for the following Reason.