

ST MONICA'S CATHOLIC PRIMARY SCHOOL

REQUEST FOR TIME OFF SCHOOL

We expect all children to be in school every day. From time to time you may need to request time out of school to attend a medical appointment, music exam, family funeral or another exceptional circumstance. Copies of appointment/exam letters/wedding invitations etc. must be submitted with the request form. Should you need to request time out of school, you need to complete the form below and return it at least one week before the time out is required.

If your request for absence involves travel, the request must be submitted before travel arrangements are made. If the absence has been authorised you must submit travel documentation showing outward and return journey to the school office before you leave the country.

Time out of school for holidays is no longer allowed and cannot be authorised.

Name of child Class

..... Class

Date of absence required: From To

Please indicate how many school days your child will be absent

Reason for absence

.....

Signed Parent/Guardian Date

AUTHORISATION FOR TIME OUT OF SCHOOL

Name/names of children

[] I authorise for the above to be absent from school on the following dates

[] I do not authorise for the above to be absent from school on the following dates

..... To

Signed (Headteacher) Date

Travel documentation must be brought in to the school office prior to departure

YES NO N/A

Proof of reason for absence must be given (eg medical appointment)

YES NO N/A