

# The Federation of Our Lady Queen of Martyrs, Esh Winning & St Joseph's, Ushaw Moor RC Primary Schools



*Living, loving and learning together,  
with our eyes focused on Jesus.*



Our Lady Queen of Martyrs RC Primary School  
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ourladyqueenofmartyrs@durhamlearning.net  
<http://www.olqgstj.durham.sch.uk>

St Joseph's RC Primary School  
Durham Road  
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Durham  
DH7 7LF  
0191-3730355  
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<http://www.olqgstj.durham.sch.uk>

## Application for Leave of Absence during Term Time

Child's Name:	
Address:	
Postcode:	
DoB:	
Year Group:	

Start date of requested leave:		End date:	
Return to school date:		Number of days absence:	

Details of the <b>exceptional circumstances</b> for the leave of absence request:			
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Siblings in other schools that will also require leave of absence:  <i>Please continue overleaf if necessary</i>	Name of child:		DoB:	
	School Attended:		Year group:	
	Name of child:		DoB:	
	School Attended:		Year group:	

Name of parent/carer (Print FULL name):			
Signature:		Date:	
Name of parent/carer (Print FULL name):			
Signature:		Date:	

*Please return to school with any supporting documentation a minimum of 14 days prior to the request date.*

For school use:

Current attendance %:	
Previous LOA this academic year:	
Does the LOA request coincide with national testing periods?	Yes / No
Mitigating / aggravating circumstances (including ongoing medical issues):	
Sibling school(s) contacted:	Yes / No
Outcome:	
Is LOA approved?	Yes / No
Number of days approved:	
Signature of Head Teacher:	
Date:	