

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



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



Our Lady Queen of Martyrs Catholic Primary School
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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 <u>exceptional circumstances</u> for the leave of absence request:				
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:	