



WELWYN ST MARY'S PRIMARY SCHOOL

15 London Road, Welwyn, Herts AL6 9DJ

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Email: admin@welwynst-marys.herts.sch.uk

Headteacher: Mrs Mary Westley B.Ed., NPQH

APPLICATION FOR LEAVE OF ABSENCE

Please return completed form to the Headteacher within 5 days. Absence during term time will only be authorised in wholly exceptional or unavoidable circumstances. The power to authorise an absence lies with the Headteacher and not with the local authority. It should also be noted that a child's absence record stays with them throughout their school career until the end of secondary school.

If your child is absent from school and it has not been agreed this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

Please be advised that any request for absence where no supporting paperwork is provided will be recorded as unauthorised.

Name of Pupil(s) _____ Class(es) _____

Dates requested _____ Duration _____ days

Reason for Request

(Please attach relevant documentation e.g. appointment letter to support your child's absence).

Signed _____ Date _____

For School Use Only:

ABSENCE WILL BE AUTHORISED / UNAUTHORISED

Completed by _____ Date _____

On behalf of the Governing Body