

LEAVE OF ABSENCE FROM SCHOOL REQUEST (LOAF)

Corpus Christi Catholic Primary School part of Edith Stein Catholic Primary Trust

To be completed by Parent/Carer/Guardian

(one form to be completed for each child)

| | | | |
|----------------|--|--|--|
| Name of Pupil: | | | |
|----------------|--|--|--|

| | | | |
|---------|--|------------|--|
| School: | <u>CORPUS CHRISTI CATHOLIC PRIMARY</u> | NCY/Class: | |
|---------|--|------------|--|

Your request will be considered by the Headteacher. Please note all requests will be judged on an individual basis but any leave of absence can only be approved in exceptional circumstances.

| | | | |
|-----------------------|--|----|--------------------------------|
| Leave dates requested | | | Number of leave days requested |
| From | | To | |

Please give brief reasons for your request for the leave of absence.

| | | | |
|-------------|--|-------------|--|
| Parent Name | | Parent name | |
|-------------|--|-------------|--|

| | | | |
|---------|--|--|--|
| Address | | | |
|---------|--|--|--|

Signature:

| | | | |
|------------------------------------|--|--|--|
| Name & address of any non-resident | | | |
|------------------------------------|--|--|--|

To be completed by School

| | | | |
|-----------------------|--|-----------------------------------|-----------------|
| Date request received | | Is the leave of absence approved? | YES / NO |
|-----------------------|--|-----------------------------------|-----------------|

Your request for leave of absence **has / has not*** been approved for the following reason(s):
Please see attached letter* (*delete as appropriate)

| | | | |
|-------------------------|--|--|--|
| Headteacher's signature | | | |
|-------------------------|--|--|--|

| | | | |
|--|--|--|--|
| Date school refusal letter(s) were sent to parent(s) | | | |
|--|--|--|--|

| | | | | | | |
|---|---------------------------------------|---|---|----------------------------------|--|----------------------------------|
| Code that will be placed in the register: | C Exceptional circumstances | C1 Performance (license required) | G Unauthorised Leave of absence | O Unauthorised (other) | P Approved sporting activity | R Religious observance |
|---|---------------------------------------|---|---|----------------------------------|--|----------------------------------|