



St Saviour's CE Primary School

Shirland Road, London W9 2JD

Telephone: 0207 084 6772 Website: www.stsavioursprimary.co.uk

Headteacher: Miss E Granite

Parents/guardians must ask permission, where the situation is exceptional or urgent, for their child to be absent during term time, and it is at the Headteacher's discretion to decide whether or not the absence will be authorised in line with the school's Attendance Policy. If leave is taken without permission, or no application is made, parents risk being issued with a Penalty Notice or being prosecuted on their return. Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation at least 2 weeks before the proposed leave.

PARENT SECTION						
Surname of child			First name			
Date of birth			Class			
Full Name of parent/guardian						
Address of child						
Postcode			Telephone number			
Reason for request:						
Dates of absence	First day of absence		Last day of absence		Total school days missed	
Would your child miss any national tests or examinations?					Yes / No	
Has (s)he had leave during term-time in the last 12 months? (If so, please give dates, reasons, and number of school days leave)					Yes / No	
SCHOOL SECTION						
Current attendance	%	Authorised absence?		Unauthorised absence?		
Reasons:						
Date of Meeting with Parent						
Headteacher's signature				Date:		