**St Mary’s CE Primary School  
APPLICATION FOR ABSENCE FROM SCHOOL 2024-25**



Full school attendance is vital for your child’s educational progress. The Local Education Authority expects all parents/guardians to ensure their children attend school whenever possible. Absence during term time will only be granted in exceptional circumstances. If you feel your circumstances are exceptional please complete and return this form to Mrs Abrahams, Headteacher, before making any travel arrangements. Absences may only be authorised at the discretion of the school. The Headteacher may wish to meet with you to discuss the exact circumstances of your application. *PLEASE RETURN THIS FORM AS A WORD DOCUMENT.*

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| **PARENTS SECTION – please complete in full** | |
| Name of child: |  |
| Date of birth: |  |
| Year/Class: |  |
| Name of parent(s) |  |
| Address (including post code) of child: |  |
| Mobile number: |  |
| Email address: |  |
| Reason for absence, including destination |  |
| Educational activities while away |  |
| Start date of absence: |  |
| Return date: |  |
| Number of school days missed: |  |
| Signature of parent: |  |
| Date: |  |

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| **FOR COMPLETION BY THE SCHOOL** | |
| Current attendance 2024-25 |  |
| Attendance 2023-24 |  |
| Number of previous applications |  |
| Approved? |  |
| Not approved? |  |
| Signature of Headteacher |  |
| Date |  |