



Application for Leave of Absence

FCJ Primary School, in line with the Education Department, do not authorise leave during term time except in **exceptional circumstances**.

Student's full name and date of birth	
Class:	

Number of school days requested:	Days in total:	First day of absence:	Return date to school:
Reason for request: (Please give as much detail possible) If your reason is of a personal nature please call and speak in confidence with Ms Lenzi			
Siblings in other schools (do you have other children that are requesting leave in term time in other schools?)	Name of sibling:	Name of school:	

Signed (Parent/Guardian) Date

Telephone number.....

<i>For office use only</i>		
Attendance %	Current year:	Previous year:
Leave already taken	Current year:	Previous year:
Leave authorised:	YES / NO	
Reason:		
Signed:		Date:
Code on CMIS:	Parent informed: YES / NO	<i>Form Rtd / Email / Call</i>

If UNAUTHORISED leave is taken this may result in further action being taken by the Education Welfare Service

Please complete and return to the School Office