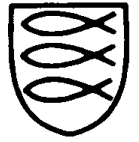




# ST. LUKE'S C.E. PRIMARY SCHOOL (Foundation)



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Headteacher  
Mr G Dutton

## Absence from School Application Form

**Important – Please make sure you have read this section before completing the application form:**

Parents are strongly encouraged not to take their children on holidays during term time, but to use the 14 weeks when schools are closed for family holidays.

Regular attendance is vital for your child's progress, absences during term time could hinder this. St. Luke's School does not authorise holidays in term time unless there is a compassionate reason.

If you think you want to apply for your child to be absent in term time and believe you can convince school that your case is exceptional, please complete and return this form to the school office at the earliest opportunity.

Thank you  
G.Dutton

**Name of Pupil:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Absence in term-time requested:** from \_\_\_\_\_

to \_\_\_\_\_

**Number of school days:** \_\_\_\_\_

**REASON FOR ABSENCE:**

**Signature of Parent or Guardian:**

**Date:**

**(To be completed by Headteacher)**

**THIS ABSENCE WILL BE RECORDED IN THE CLASS REGISTER AS: Authorised / Not authorised**

**Current attendance** \_\_\_\_\_ **%**

**Headteacher:**

**Date:**

