

# St. Gildas' Catholic Junior School

The Diocese of Westminster  
The London Borough of Haringey



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## Request for Authorised Absence Form

Please be reminded that amendments to the 2006 regulations remove references to family holiday and extended leave. The amendments set out that headteachers **may not grant any leave of absence during term time unless there are "exceptional circumstances"**.

Parents should be aware of the impact absence from school will have on their child's education, particularly in terms of the continuity of learning.

**Child's name** ..... **Class** .....

**Dates of requested absence** .....

**Total number of days requested** .....

**Reason for requesting absence** .....

.....

.....

**Parent/Carer's name** ..... **Date** .....

All requests for authorised absences should be made **as soon as you are aware** of a forthcoming event which will entail your child being absent from school during term time.

Dear Parent/Carer, ..... Date .....

Re: ..... (Child's Name)

In line with school policy, we are able to grant the above request and will adjust the register accordingly. Your child's absence will be recorded as authorised on this occasion.

In line with school policy, we are unable to grant the above request on this occasion.

Mrs. G. Hood  
Headteacher

