



**MR MARTIN BONNER - BA (Hons); PGCE; M.A.Ed.**  
Head Teacher

Our Lady Immaculate Catholic Academies Trust Ltd: 09436283  
Diocese of Northampton

### APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM TIME

This form must be completed and returned AT LEAST FOUR (4) WEEKS before the first day of absence.

**PLEASE NOTE THAT THE SCHOOL DOES NOT AUTHORISE ABSENCE DURING TERM TIME AND A FIXED PENALTY NOTICE MAY BE ISSUED.** For more information, please contact the School Attendance Officer 01234 400222 Ext 231

Child's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Year Group: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_

Period of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_ (inclusive)

**Reason Requesting Absence:** (If request is for a family holiday, please give exceptional circumstances on why it **MUST** be in term time and **If travelling abroad, please confirm the Country you are visiting.**)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**The school will consider the following points before authorising leave:**

- Your child's previous attendance history
- Your child's stage of education and ability to catch up on missed schooling
- The time of year (Exams)
- The nature of the request (eg exceptional circumstances)

**For School Use Only**      Authorised       Unauthorised

Comments .....

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Signed \_\_\_\_\_ **Mr Martin Bonner – Head Teacher**





**ST THOMAS MORE**  
CATHOLIC SECONDARY SCHOOL AND SIXTH FORM

**BEDFORD  
CATHOLIC  
SCHOOLS**  
A TRULY UNIQUE JOURNEY

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