

Linaker Primary School and Children's Centre

Request for Absence from School (Including Holidays)

Children's Name(s)		Classes	
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Is The Request for Holiday Leave ?		Is The Request for Leave For Another Reason ? If 'Yes' Please Give Reason	
How Many Days Are You Applying For ?		Dates of Leave of Absence	
Have You Applied For Any Other Leave This School Year ?			

Signed :
(Parent / Guardian)

Date :

Footnotes : All requests for approval of absence from school will be considered using the following criteria :

- attendance record of child to date of application
- whether or not the child has been / is on the schools list of persistent absentees
- if holidays have already been granted to the maximum allowed by law (10 per academic year)
- previous / current involvement of EWO
- nature of the request and its acceptance under DCSF / Sefton guidance

Revised Feb '09