



St Saviour's School
 Bagatelle Rd,
 St Saviour,
 Tel 01534 725549
 Email: admin@stsaviour.sch.je

Application for Leave of Absence

St Saviour's School, in line with the Education Department, do not authorise leave during term time except in **exceptional circumstances**.

| | | | |
|--|------------------|-----------------------|------------------------|
| Pupil's full name and Year group: | | | |
| 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 Mrs Williams | | | |
| 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

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

We strongly advise that parents do not book leave during term time
If UNAUTHORISED leave is taken this may result in further action being taken
by the Education Welfare Service

Please complete and return to Mrs Williams