



St Saviour's School  
 Bagatelle Rd,  
 St Saviour,  
 Tel 01534 725549  
 Email: [admin@stsaviour.sch.je](mailto: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**.

<b>Pupil's full name and Year group:</b>			
<b>Number of school days requested:</b>	Days in total:	First day of absence:	Return date to school:
<b>Reason for request: (Please give as much detail possible)</b> If your reason is of a personal nature please call and speak in confidence with Mrs Williams			
<b>Siblings in other schools</b> (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 .....

<i>For office use only</i>		
Attendance %	Current year:	Previous year:
Leave already taken	Current year:	Previous year:
Leave authorised: <span style="float: right;">YES / NO</span>		
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***