



St. Saviour's RC Primary School

10 Bonfield Road
Lewisham
SE13 6AL

Headteacher: Mr D Houson
020 8852 4283
www.stsaviours.lewisham.sch.uk
admin@stsaviours.lewisham.sch.uk

APPLICATION FOR PUPIL LEAVE OF ABSENCE UNDER EXCEPTIONAL CIRCUMSTANCES

To be completed and returned to the Headteacher two weeks before the first day of planned absence.

Headteachers may not grant any leave of absence during term-time unless there are exceptional circumstances.

Childs Name:

Class:

First Day of Absence:

Return to school date:

Please explain **the exceptional circumstances** as to why time off is needed during school term time.

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Print name:

Date:

Sign:

Contact Number:

FOR OFFICE USE ONLY

AUTHORISED

D. Houson
Headteacher

UNAUTHORISED

Date