



ST EDWARD'S C.E. ACADEMY CHEDDLETON



LEAVE OF ABSENCE REQUEST FORM

IMPORTANT DATES TO BEAR IN MIND WHEN BOOKING A HOLIDAY

WE WOULD ALWAYS ADVISE THAT YOUR CHILD IS IN SCHOOL FOR THE START OF A NEW SCHOOL YEAR. INFORMAL CLASS TESTING CAN TAKE PLACE AND THE EXPECTATIONS OF THE CLASS ARE DISCUSSED DURING THE FIRST WEEK.

YEAR 1 PHONICS SCREENING - THROUGHOUT JUNE / YEAR 2 SATs - THROUGHOUT MAY / GL ASSESSMENTS YEAR 1 - YEAR 4 - THROUGHOUT JUNE /

BASELINE TESTING FOR RECEPTION - SEPTEMBER

| NAME OF PUPIL | CLASS | HOLIDAY DATES - TO AND FROM | NO. DAYS ABSENT FROM SCHOOL |
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PLEASE LIST ANY OLDER SIBLINGS IN LOCAL SCHOOLS

| NAME OF SIBLING | SCHOOL ATTENDED | NAME OF SIBLING | SCHOOL ATTENDED |
|-----------------|-----------------|-----------------|-----------------|
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| | | | |

EXCEPTIONAL CIRCUMSTANCES TO SUPPORT THE ABSENCE REQUEST

SIGNATURE OF PARENT / CARER:

DATE:

PARENTS / CARERS ARE REMINDED THAT ANY LEAVE OF ABSENCE TAKEN IN SCHOOL TIME MAY RESULT IN A FIXED PENALTY FINE FROM THE LOCAL AUTHORITY.