



# Carlton Primary School

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Headteacher: Miss v.hall B.Ed(hons) NPQH

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## Application for pupil leave of absence from school

Full name of child(ren)

Class(es)

Address

Reason for application and dates

How many days

Signature of parents\carer

Date

Office use only

Seen by headteacher/head of year

Agreement reached

Other Outcome

Date / /

The headteacher will consider the following points before authorising leave:

1. The child(rens) previous attendance history
2. The time of year (sats, exams or settling in)
3. The Nature of the trip (an exceptional experience)
4. Whether the parents are restricted in terms of leave from their employer