

REQUEST FOR LEAVE DURING TERM TIME

The Friary School will always give fair consideration of requests for leave of absence during term time although we do operate under statutory guidance from Staffordshire County Council and the Department for Education.



Any parents wishing to apply for leave of absence for their child should complete the following details and return the form to the school office via Main Reception or office@friaryschool.co.uk.

Name of Child		Tutor Group	
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Dates of Absence	
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Exceptional Circumstances & Reasons for Request	
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	Name of Child	School
Other Children		

Name of 1st Parent		Signature	
Name of 2nd Parent		Signature	

We will contact you to inform you of the decision on whether the request is authorised.

Attendance Officer - Ria Champion / Assistant Headteacher - Richard Barnett-Richards