Rossmore

Rossmore School
Red Lion Lane, Little Sutton, Ellesmere Port, Cheshire, CH66 1HF
Tel: 0151 329 3688
**Head Teacher: Mrs S. Davis-McCoy B.Ed Hons NPQH**
head@rossmore.cheshire.sch.uk

# APPLICATION FOR PUPIL TO BE ABSENT FROM SCHOOL DURING TERM TIME

(To be completed by parent/guardian)

**Date of request:** .....

| School Year/Class | Child Name and DOB |
|---|---|
| | |
| | |
| | |
| | |

**Leave of absence dates to be requested**

| 1st date of leave | | Last day of leave | |
|---|---|---|---|

Number of school days missed .....

**Reason for requesting leave of absence:**

| |
|---|
| |

| | |
|---|---|
| Parent 1 Full name and address | Will the children be with this parent on leave of absence<br>Yes ☐ No ☐ |
| Parent 2 Full name and address | Will the children be with this parent on leave of absence<br>Yes ☐ No ☐ |

**SIGNED** ..... **PARENT / GUARDIAN** *MUST HAVE PARENTAL RESPONSIBILITY FOR NAMED CHILD/REN

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**SCHOOL OFFICE USE ONLY**

☐ On the grounds of exceptional circumstances, I am able to grant leave of absence

☐ Unfortunately, I am unable to authorise absence (please see information letter)

**REQUEST GRANTED: YES / NO**