



Trinity School

Application for Authorised Leave

In line with the Government of Jersey Policy, Trinity School will not authorise leave during term time except in exceptional circumstances.

PUPIL NAME (First and Surname)	
CLASS	
Siblings in other schools:	
PARENT CONTACT MOBILE NUMBER	

NUMBER OF SCHOOL DAYS REQUESTED Do not include SAT/SUN	DAYS IN TOTAL	FIRST DAY OF ABSENCE:	RETURN DATE TO SCHOOL:
REASON FOR REQUEST – Please give as much detail as possible.			

Signed (Parent/Guardian): **Date**.....

For Office Use Only		
Attendance %	Current Year:	Previous School Year:
Leave Already Taken	Current Year:	<u>Previous School Years:</u>
Current Leave Request:	Authorised	Unauthorised
Reason:		
Signed:		Date:

Attendance at school is statutory and children are required to attend school for 187 days each year, and every day is important.

This form must be completed for any type of absence with the exception of medical/dental appointments or a family crisis where an email to (admin@trinity.sch.je) is required.