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| --- | --- |
| *ST MARY’S RC* *PRIMARY &NURSERY* *SCHOOL*  | st marys badge |

**Discretionary Leave Request**

Discretionary leave request must be in writing to the Headteacher or Deputy Headteacher.

Please complete the below and issue for consideration.

|  |  |
| --- | --- |
| **Name** |  |
| **Dated of Request** |  |
| **Start Date of Absence** |  |
| **End Date of Absence** |  |
| **Length of Absence** |  |
| **Nature of Leave Request** |  |

Following consideration the outcome of the request is that the application has been:-

|  |
| --- |
| **Approved / Declined** (delete as necessary) |
| **If Declined, reasoning** |  |
| **Subject to Approval** | Paid / Unpaid (delete as necessary) |
| **Considered by**  | Mrs Geddis / Mr McGrail |
| **Date** |  |