

St Bernadette's Roman Catholic Primary School

**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME (Front pg)**

<b>Name of pupil</b>	
<b>Date of birth</b>	
<b>Teacher/year group</b>	
<b>Child's Address</b>	
<b>Contact Numbers</b>	

<b>I request permission for my child to be absent from school between: -</b>	
<b>First Day of Absence</b>	
<b>Date of Return</b>	
<b>Total School Days</b>	
Please fully explain the <b>exceptional circumstances</b> that you would like the Head teacher to consider (continue on a separate sheet if necessary).	

**Declaration (Please read the notes on the back of this form)**

*I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices in the school's Attendance Policy (published on the school's website and available via the school office). I am aware of the possible consequences should my child take a leave of absence without the prior authorisation of the Head teacher.*

**Name (Print)** ..... **Signature**..... **Date**.....  
 (Parent/carer)

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**Important information for Parent/carers**

Parents are required under the Education Act (1996) to ensure their child attends school regularly. As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason. There is no automatic right to take a child out of school during term time but the law does allow Head teachers to consider individual requests to authorise a leave of absence in exceptional circumstances.

However, the Head teacher must be satisfied that the exceptional circumstances justify an authorised absence and it is entirely the responsibility of the parent submitting the request to provide sufficient information and evidence in order to establish this fact.

The request for an authorised leave of absence must be made at least 2 weeks in advance and the Head teacher may contact the parent/carer to discuss the request before a decision is made. If the circumstances relating to this request are considered exceptional and the absence is authorised, the expectation is that child's attendance will be of a satisfactory level both prior to and after the date covered by the request.

If the request for a leave of absence is refused and the absence is recorded as unauthorised, the Head teacher *may* refer the matter to the Local Authority and a Penalty Notice *may be* issued.

**A Penalty Notice is a fine of £60 if paid within 21 days of receipt, rising to £120 if the notice is paid after 21 days but within 28 days.**

**If the penalty is not paid in full by the end of the 28 day period the Local Authority may prosecute for the offence to which the notice applies.**

**Where there is more than one child, each parent may be issued with a Penalty Notice in respect of each child.**