ST PAUL'S
CATHOLIC PRIMARY

Request for absence to be taken during term time

Child's name ……. Class……

Dates requested: from …….... to ……..…….(inclusive)

Reason for request …….

Please give as much information as possible for your request to be considered (in the box below).

Thank you for your request for a leave of absence to be taken during term time. All requests will be considered based on circumstances relevant at the time.

Before a school can use its discretionary power to authorise an absence during term time, we must take into account:

1. The effect the absence will have on his/her education and ability to achieve;
2. Your child's previous attendance record, previous absences taken during term time;
3. Your child's welfare;
4. Other circumstances surrounding your child's education at this school.

I have now had the opportunity to consider your request, and have decided unauthorised /authorised your child's absence:

- All of your entire request
- Some of your request …….days only
- None of your request for one or more of the reasons: …….

  ……

  ……

(For office use only attendance previous academic year ……..……% , current academic year ……..…..%)

Your child must return to school no later than …….. at ……

Should your child not be able to return on this date and time, it is important that you contact us and tell us why. A decision will then be made whether to authorise any further days absence.
However, if your child does not return to school on the date above, without good reason, any subsequent absence will be unauthorised absence. In such circumstances, one or more of the following may result:

- Your child **may** lose their school place. Should this happen, you must re-apply for a school place. There is no guarantee that it would be at this school.
- You **may** incur a Fixed Penalty Notice. This is a £60 penalty, payable within 28 days, and issued as a result of your child being absent for unauthorised reasons. Should the penalty not be paid within 28 days, it will increase to £120. Should this not be paid, you may be prosecuted.
- You **may** be prosecuted in court by the local authority, in accordance with section 444 of the 1996 Education Act, for failing to secure your child's regular attendance at school. The current maximum penalty, on conviction, is a fine of £2500 per parent per child, and/or a custodial sentence of 3 months.

Holidays taken during term time are discouraged, as they will necessarily leave your child with an amount of work to catch up when he/she returns. ***I cannot therefore authorise any further absence requests made during this academic year, except in exceptional circumstances.***

Yours Sincerely
Head of School
Peter O'Shannessy