St Peter's Catholic Primary School
REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days. Holidays should be taken during the school holiday period in order not to disrupt your child's education. It is our policy **not** to authorise leave of absence in term time unless there are exceptional circumstances. Holidays will not be authorised.

Please complete this form to tell us that you are planning to take your child/ren out of school during term time. If you would like the Headteacher to consider this as an absence for 'exceptional circumstances' please tick the box in Section A. We may ask for proof to verify your request.

The completed form should be emailed to office@stpeterseg.co.uk at least 14 days before the start of the absence. Mrs Claffey will consider your request and notify you of the decision.

Parents should be aware that schools are required to inform the Local Authority if a child has unauthorised absences of 10 or more sessions. There are 2 sessions in a day, morning and afternoon, so this equates to 5 full days or 10 half days or more. Any unauthorised absence may lead to legal action which could include a penalty notice or prosecution.

Section A – to the Headteacher I wish to inform you that:

Child/ren(s) Name(s): _____

Address: _____

_____

Class(s): _____

I am planning to take my above-named child/ren out of school (please include dates/times):

From _____ To _____

For School use:

Decision: _____

Action: _____

Section B

Please explain why you are planning to take your child/ren out of school during term time and why the leave cannot be taken within the normal 13 weeks annual holiday your child already has from school.

If you are requesting authorisation to attend a specific event, for example a funeral, please confirm the date of the event and explain your travel arrangements. We will be unable to consider a request for exceptional circumstances if we do not have adequate information about the absence.

Continue on a further sheet if necessary

Section C PARENT/GUARDIAN DECLARATION

Name(s) and Address(s) of adults with Parental Responsibility:

1. _____

_____

2. _____

_____

I am a parent/carer with whom the pupil(s) normally resides. I declare that the information given on this form is correct.

Signature: (parent/carer) _____

Date _____