



OUR LADY OF PERPETUAL SUCCOUR CATHOLIC PRIMARY
SCHOOL

"We learn to love everyone as Jesus loves us."

Leave of Absence Request – Information for Parents

It is a legal requirement for parents/carers to obtain the permission from the Headteacher before removing their child from school during term time. Parents **do not** have an automatic right to take their children out of school for holidays during term time and may be issued with a Penalty Notice if they do so. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.** To apply for a child to be granted leave from school parents/carers should **complete the Request for Leave of Absence Form and return it to school for consideration a minimum of twenty days in advance of the proposed leave and before committing to any expense.** Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance. By definition, exceptional trips should not occur regularly. If leave of absence is taken from school without authorization you may be issued with a penalty notice. Parents/ carers will have 21 days to pay £60 per parent/ carer per child. If this is not paid within 21 days, the fine increases to £120 per parent/ carer per child. Failure to pay after 28 days will result in legal proceedings in the magistrates court.

FACTORS FOR PARENTS TO CONSIDER. Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time hinders academic progress. The following factors should be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance already below 97.5% or a previously agreed target?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Does he/she have any absences which have been recorded as unauthorised this year?

Where school have concerns about the leave request, the Headteacher or their representative will arrange to meet with you to discuss your application.

Work Commitments Section

*If you are stating **work commitments** as a reason for requesting leave, please complete this section and attach **any evidence** you have showing why leave cannot be taken during the school holidays.*

Employer Details

Name	
Address	
Telephone Number	

Parent/Carer Signature _____

Date _____



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Request for Leave of Absence

A request for absence should be made in advance at least **20 days before** the proposed leave of absence.

Pupil Details

Name		Year		D.O.B	
1 st day of requested absence		Return to school date		No. of school days to be missed	
Reason for Leave of absence request:					
<p>If my request is not granted, I understand that keeping my child off school will result in the absence being recorded as Unauthorised. This may result in a Penalty Notice being issued to me by the Local Authority for the non-attendance of my child at school.</p> <p>A penalty notice is £60 per parent per child. If the notice remains unpaid after 21 days the penalty increases to £120 per parent per child. If the notice remains unpaid after 28 days the Local Authority may commence proceedings under section 444(1) of the 1996 Education Act in the Magistrates' Court .</p> <p>Parent/Carer Name: _____</p> <p>Relationship to child: _____</p> <p>Signature: _____</p> <p>Date of Request: _____</p>					

For School use

Has the above leave of absence request been authorised

yes/no

☐

Education Welfare Officer/
Head Teacher (for the Governing Body)

Copy: School Pupil File/Parent or Carer

Signed _____

Date _____



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APPLICATION FOR LEAVE OF ABSENCE
OUR LADY OF PERPETUAL SUCCOUR CATHOLIC PRIMARY SCHOOL

SCHOOL SECTION:

Date application received: Pupil's % Attendance:

Date of meeting with parent(s): (if applicable) SIMS/STAR ethnicity code:

Gender of child:

Male	Female
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About the request: (Please circle)	Leave request approved?	Yes	No
	Parent(s) informed of potential consequences of taking unauthorised leave	Yes	No
	Is leave in excess of 5 days?	Yes	No
	Parent(s) informed of potential consequences of failure to return on due date?	Yes	No

Reason(s) for decision:

Number of previous applications granted:

Headteacher's signature: Date: