



St. Thomas of Canterbury Catholic Primary School

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## **Application for leave of absence during term time.**

From September 2013, the Department for Education issued statutory guidance on school attendance meaning the law was changed regarding holidays during term time.

The head teacher can only grant leave of absence in **exceptional** circumstances.

Parents applying to remove their child from school during term time must give advance notice and should provide evidence to support the application. (Evidence may include a letter from an employer, or in the case of the Armed Forces or Emergency Services a Superior Officer).

The Head teacher will then consider the application and decide whether to authorise the request or not, based on the evidence given.

**Excellent attendance is crucial if children are to fulfil their academic potential. We strongly urge parents not to take children out of school for a holiday during term time.**

As a school, we will continue to be proactive in tackling persistent lateness and absenteeism.

Letters to highlight concerns will be sent home to individual parents as a way to improve attendance and punctuality. **It is important we work together for the benefit of the children in our care.**

**If you still wish to apply for leave of absence for your child please complete the form on the reverse of this letter.**

Yours sincerely,

**Mrs L. M. Rawlinson**  
**Head teacher**

**ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL**

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

If you consider you have to take a holiday in term time, and that you have exceptional circumstances, please complete this form and return it to the school at least four weeks before the date you wish to remove your child from school.

Pupil Name: ..... Year Group: .....

Home Address: .....

First day of absence: ..... Date of return to school: .....

Total number of days missed: .....

Reasons for absence:

.....  
.....  
.....  
.....

**I understand that if the absence request is unauthorised the Local Authority will be notified of the holiday taken and a Penalty Notice may be issued. I understand that a Penalty may be issued to the parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 28 days. I understand that if I do not pay this may result in legal action.**

Name of Parent/Carer making the application: .....

Signed: ..... Date: .....

(Please ensure you are giving at least 28 days' notice of the proposed absence)

**NB: Your request will be considered by the Head Teacher and you will receive a letter informing you of the decision.**

**Please refer to attendance and punctuality letter overleaf.**

