



APPLICATION FOR LEAVE FROM SCHOOL

MUST BE COMPLETED A MINIMUM OF 3 WEEKS IN ADVANCE

I request leave of absence from St. Joseph's School during the term-time date(s) specified, for the child(ren) named below:

Name(s):

Year/Class(es)

Absence from until

Total days missed

Parents will understand the importance of regular education and, under the amended regulations, requests for leave will only be granted for **exceptional circumstances**; therefore some explanatory reasons for the absence should be given in the space provided below.

Signed: (parent) Dated:

Please detail why it is necessary to request this leave during term-time:

(Please continue on a separate sheet of paper if necessary)

- The law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.
- If you wish to take your child on holiday during term time, you must apply for permission in writing using the attached form. Permission for authorised leave of absence may be granted for in very exceptional circumstances.
- If the school refuses your application and you still take your child out of school during term time the absences will be treated as unauthorised. **Any unauthorised absences during term time of at least 10 sessions (5 school days) overall within any 12-month period, will result in a Fixed Penalty Notice for both parents or prosecution.**

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Name(s) of child(ren): Year/Class(es)

Your recent request has been APPROVED / NOT APPROVED

for these dates:

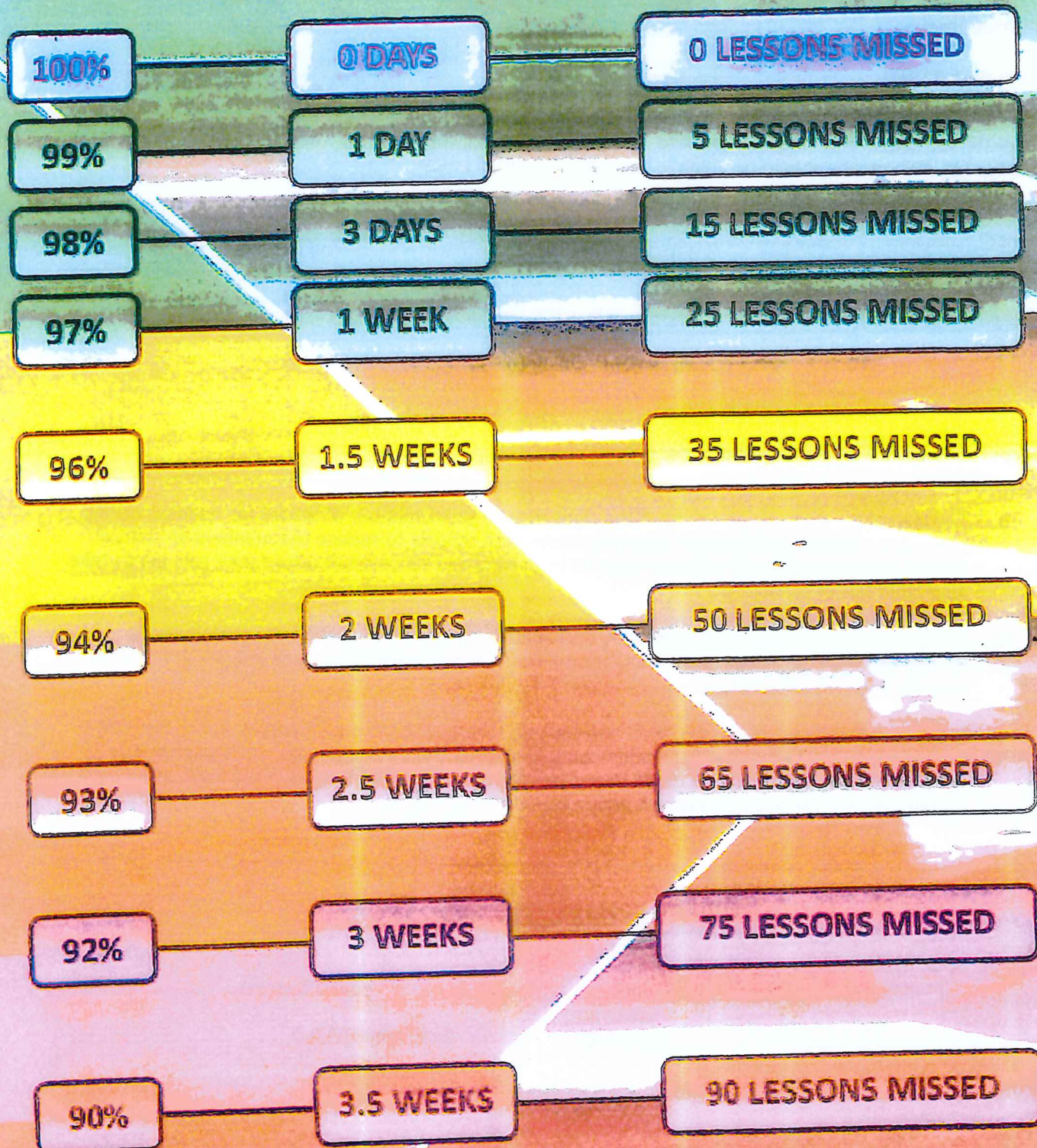
Signed:
On behalf of the Governing Body of the School

Dated:

Attendance Matters



Sol Attendance
Sustainable impact



MAXIMISE YOUR POTENTIAL.
ATTEND SCHOOL EVERY DAY.