Leave of absence in term time request/notification (Not a request for authorisation)

Please understand that parent/carers do not have the automatic right to withdraw child(ren) from school and therefore need to apply for leave of absence permission in advance.
Please also note that St Joseph's RC High School does not normally authorise holidays, foreign travel, or visits to relatives during term time as families should arrange these during the 175 days of school holiday.

Unauthorised absence may also result in a Fixed Penalty Notice (FPN) being issued. 2013 WG states, "These procedures apply to the parents/carers of children of compulsory school age who are registered at a maintained school, a Pupil referral unit (PRU) and those attending alternative provision. As with prosecutions under section 444 of the Education Act 1996, a penalty notice may be issued to **each** parent/carer liable for the offence or offences". (i.e. all children absent)
For further information a copy of our attendance policy can be found on the school website.

Student Name:	Form:

Dates of Absence:

Number of School Days Missed:

Reason for absence/Where will your child be and who will be caring for them?

<u>Declaration.</u>
I understand that leave of absence/holiday/travel requests will not be authorised, unless there are exceptional circumstances and the Headteacher will use his/her discretion in making the decision. If the Headteacher does not authorise this request, this may lead to an application for a Fixed Penalty Notice to the Local Authority. As you appreciate missing school can significantly impact on a young person's personal or academic progress and absence from school can not be considered lightly.

Parent/Carer Name:	Date:
Parent / Carer signature:	Telephone Number:

<u>Headteacher decision</u>

This request has been considered in line with the cluster policy and WG guidance

Date: