



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 their child(ren) from school and therefore need to apply for leave of absence permission in advance.

It is also important to 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 Welsh Government 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?

Declaration.

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 be paid to the Local Authority. I also understand that missing school can significantly impact on my child's personal and academic progress with every day of absence equivalent to 6.5 hours of education missed.

Parent/Carer Name:

Date:

Parent / Carer signature:

Telephone Number:

Please note your request for leave of absence will now be considered in line with cluster policy and Welsh Government guidance by the Headteacher and Assistant Headteacher responsible for school attendance.

Our school attendance officer will then communicate the decision for your records.

Thank you for your support in this matter.

