



## Application for Pupil Leave of Absence

***The Education (Pupil Registration) (England) Regulations 2006 make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.***

Permission for absence will only be granted in exceptional circumstances.

- Term-time leave will affect a pupil's schooling as much as any other absence and we expect parents to assist the school by not taking children away in school time.
- All applications for leave must be made to the Headteacher, at least two weeks in advance, from the parent the child lives with, and are at the discretion of the school. In making a decision, the school will consider the circumstances of each application individually.
- Applications should clearly state the reason why the absence is required and the start and end date of the absence. Please attach copies of flight booking confirmation / itinerary / return flight tickets and any other relevant information.
- The Headteacher will not authorise leave before and during assessment period, such as SATS or teaching assessments tests.
- You may be fined and/or issued with a penalty notice for taking your child on holiday during term time.

The Headteacher will take into account a pupil's previous record of attendance when making decisions. It is important to note that the Headteacher can determine the length of the authorised absence as well as whether absence is authorised at all.

This form should be completed to enable the Headteacher to decide whether to authorise the application for leave.

Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice under the Anti-Social Behaviour Act 2003 and/or prosecution under Section 444 of the Education Act 1996

**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL EXPECTS EVERY PUPIL TO ACHIEVE  
97% ATTENDANCE**

**Pupil/s Details**

|          |  |
|----------|--|
| Name:    |  |
| Class:   |  |
| Address: |  |

**Absence Details**

I request permission for the above named pupil/s be granted leave of absence from St Joseph's Catholic Primary School

|                        |                               |
|------------------------|-------------------------------|
| From:                  | <i>(first day of absence)</i> |
| To:                    | <i>(last day of absence)</i>  |
| Number of school days: |                               |

It is necessary to take my child/ren out of school because:

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**Parent/Carer Details**

I have read and understood the information overleaf.

|                               |       |
|-------------------------------|-------|
| Parent/Carer Name/s:          |       |
| Parent/Carer Contact Number : |       |
| Signature:                    | Date: |