



Cardinal Hume Catholic School

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

The 2013 amendments to the 2006 regulations make clear that Head Teachers may not grant any leave of absence during term time unless there are **exceptional circumstances** and that Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

Name of child:			
Date of birth:		Head of House/year group:	
Address:			
Contact numbers:			
Sibling Details: (or other children living in the household)			
I request permission for my child to be absent from school between			
First Day of Absence:		Date of Return:	
Total School Days:			
Please fully explain the exceptional circumstances that you would like the Head Teacher to consider (continue on a separate sheet if necessary).			

Declaration

I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should my child take a leave of absence without the prior authorisation of the Head Teacher.

Signature: Date:
(Parent/Guardian)

School Use Only

Date received:

Does the LOA coincide with Exams/Tests	Last year's attendance	
Head of House informed	Current attendance	
Sixth Form informed	Code allocated	

Guidelines

Please give as much notice as possible and provide as much information as you can regarding your application to help the school make the most appropriate decision. The government realises that it is more expensive to go on holiday during the school holiday period than at other times of the year. However, it is their view that holidays taken in term time are not generally considered to be exceptional circumstances and will not usually be authorised.

Each request for leave of absence will be considered on its merits. The following factors may be taken into consideration;

- The child's stage of education and progress to date.
- Whether the Leave of absence coincides with any Exams/Tests.
- The overall attendance pattern of the child.
- The nature of the planned absence.
- Rare and exceptional circumstances.

If the leave of absence is not granted and the parent still takes their child out of school, the absence will not be authorised and the school may refer the matter to the local authority. In such cases a penalty notice may be issued by the local authority. This could result in a fine being issued.

The penalty notice is £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date, but within 28 days.

Failure to pay any such fine could lead to prosecution in a Magistrates Court.

If a parent removes their child without requesting a leave of absence from school, it is likely the school will apply to the local authority for a penalty notice to be issued.