

Leave of Absence Request Form

St John Fisher Catholic High School

Child's Name and DoB:		
Year/Tutor Group:		
Full name of all parents / carers:		
Address of parents / carers:		
	Tel:	Tel:
Siblings / Siblings School (if different)		
First spoken language if not English:		
First written language if not English:		

Start date of absence:	
Date of return to school:	
Exceptional circumstance resulting in this request for absence, with evidence:	

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I/We understand that a penalty notice may be issued if this request is denied and my/our child is absent during this period. I/we understand that a fine will be payable **per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.**

(Both parents/carers to sign where appropriate)

Signed:		Full Name:		Date:	
Signed:		Full Name:		Date:	

To be completed by the school:

Total number of days requested:		
Percentage of Attendance	This Year:	Last year (if relevant):
Leave of absence AGREED / DECLINED for the following reason/s:		
Decision letter sent to parent/carer? (date)		
Signature of Head		Date:

Please note:

Full school attendance is vital for your child's educational progress. St John Fisher Catholic High School, supported by the Local Authority Attendance Service, expects all parents and carers to ensure their children attend school regularly.

Parents do NOT have any right to leave of absence during term time and if your request is refused the absence will be unauthorised.

Under Amendments to Section 444 Education Act 1996 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 circumstance is considered to be exceptional and the leave is granted. It is recommended by the Local Authority that a penalty notice be requested for unauthorised leave of absence of at least 3 consecutive days (6 consecutive sessions) where there are no exceptional circumstances and which has not been authorised by the school.

A maximum of 5 school days may be authorised in **exceptional circumstances**.

Parents should note that if the period of absence requested is authorised, the authorised dates must be adhered to. If your child is absent immediately prior or immediately following the authorised dates the additional absences will be recorded as unauthorised which will lead to the ENTIRE period of absence being unauthorised. This may also result in a Penalty Notice being issued.

This form should be completed and handed in to Student Services a minimum of 4 school weeks before the required date and should include details of any other school age siblings and where they attend school. It is a requirement to make requests for each student to each school.

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