



ST SIMON'S CATHOLIC PRIMARY SCHOOL

REQUEST FOR LEAVE OF ABSENCE

Please read the important information overleaf before completing and returning this form to school at least four weeks prior to the proposed leave of absence.

Child's Name _____ Class _____

First day of absence _____ last day of absence _____

Number of days altogether _____

Reason for request _____

Have you requested a previous absence this school year? YES / NO

If YES, when was the absence and how many days? _____

Parent / Carer's signature _____

For office use

CHILD(REN)'S NAME(S) _____

St Simon's Catholic Primary School

Leave of Absence

On behalf of the Governing Body of St Simon's Catholic Primary School permission is given / not given for leave of absence.

Reason for absence _____

Dates from _____ to _____

A total of _____ days.

Mrs R Crisp
Headteacher

ST. SIMON'S CATHOLIC PRIMARY SCHOOL

REQUEST FOR LEAVE OF ABSENCE

Missing school for any reason is likely to deprive a child of educational opportunities and hamper their progress at school. Although we acknowledge that parents may sometimes prefer to take holidays outside of school holidays this has to be balanced against the effect on pupils' progress at school.

With effect from September 2013, the government has abolished the right of headteachers to authorise absence specifically for holidays up to 10 days per year if special circumstances exist.

The effect of this change means that the government expects it to be extremely unusual for leave of absence, including holidays in term time, to be permitted by schools.

Both the school and the Local Authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission they may be issued with Education Penalty Notice fines of £60 (rising to £120) per parent per child by the Local Authority.