

# St. Cuthbert's Catholic Primary School

www.stcuthbertsk.org



## Application for Leave of Absence in Exceptional Circumstances During Term Time

Name of pupil(s) .....

Class(es) .....

Address .....

Telephone No. ....

I request permission for my child to be absent from school

From ..... To ..... Total number of days .....

**Please explain below, the exceptional circumstances for your request for a leave of absence during term time and hand the completed form into the main office for the attention of the Headteacher. If the request for a leave of absence in exceptional circumstances is for a holiday during term time, please inform us as to where the child will be going.**

.....

.....

.....

.....

Signature of Parent/Carer ..... Date .....

---

For school use only

Seen by Headteacher ..... Date .....

Leave of Absence

☐

Granted

☐

Not Granted

☐

Nursery

Headteacher's Comments

.....

.....

.....



**The Education (Pupil Registration) England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 which come into effect on 1<sup>st</sup> September 2013 state:**

1. Headteachers shall not grant any leave of absence during term time unless they consider there to be exceptional circumstances relating to the application.
2. The Headteacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.
3. The Headteacher will determine how long the absence should be and any additional absence will not be authorised.
4. Parents whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.

- 
- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full time education through regular attendance at a school or otherwise (i.e. home education) (Section 7 Education Act 1996).
  - If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).

- 
- Children need to attend school regularly to benefit from their education.
  - Missing out on lessons leaves children vulnerable to falling behind.

**Parents:**

- The application must be made in advance by the parent(s) that the child normally resides with.
- Parents can be issued with a Fixed Penalty Notice or prosecuted for unauthorised absence including holidays.

**We have a shared responsibility to ensure that the law is upheld and that your child achieves to his/her full potential. We look forward to your co-operation.**