



St. Augustine's Catholic Primary School

We try to follow Jesus by loving each other and caring for God's world.



Application for a Planned Leave of Absence During Term Time

Parents can be fined for taking their child out of school during term time without consent from the school. As few as 4 unauthorised days off in 4 weeks can trigger legal action.

The Head of School will consider your request for leave of absence following government guidelines and considering these points:

- The child's previous attendance history
- The child's stage of education.
- The time of year (SATS, exams or the beginning of the school year).

Current Government guidance states:

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments 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.

All parents/carers must complete this form at least two weeks before any planned absence.

Please return this form to the School Office / Head of School

**Head of School – Rachel Swindell
St. Augustine's Catholic Primary School,
19 West End, Costessey, Norwich. NR8 5AG**

Tel: 01603 – 743317

Fax: 01603 - 743833

Email: office@st-augustines.norfolk.sch.uk Website: www.st-augustines.norfolk.sch.uk

Child/ Children's Names		
Dates of Leave (Inclusive)	From	To
Total number of School Days Lost	This Absence	All Academic Year
Reason for Application:		
I / we understand the implications of taking a child out of school for the time stated above and would like formally to request a leave of absence as shown.		
Signed _____ parent / carer		
Date _____		
For Head of School's Reply		
	Your request for exceptional leave has been agreed.	
	Please see attached letter.	
Signed _____ Date _____		
No. of Authorised days		No. of Unauthorised days

A copy of this form is to be returned to the parents, the original to be filed with the child's/children's records.