



## APPLICATION FOR LEAVE OF ABSENCE

### IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

#### Guidance notes for Parents/Carers

1. The form overleaf should be completed and sent to the Academy Principal in time for the request to be considered **well before the desired period of absence**. Principals cannot authorise any leave of absence unless the request is received before the period of absence begins. Schools cannot give retrospective approval.
2. The Department for Education makes it clear that Principals may not grant any leave of absence during term time unless there are **exceptional circumstances**.
3. There is no automatic right to any leave during term time.
4. The Newman Catholic Collegiate understands the challenge that some parents face when booking holidays particularly during school holidays. However, we believe that in order to ensure children receive the best education and prospects that they should be in school during term time.
5. Each request will be considered individually and on its own merit. The Academy will primarily consider the exceptional circumstances which have given rise to the request and may also include consideration of:
  - A students' current attendance
  - The stage of the students' education, progress and support needs and the potential impact on this
  - frequency of similar requests
  - students on examination courses or due to take SATS will not normally be granted leave of absence
6. Should the academy not grant the leave of absence and parents still decide to take their child/children out of school, the absence will be recorded as unauthorised which may be subject to a penalty notice fine of £60 per parent, per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the fine within the period 22-28 days may lead to court proceedings in relation to your child's/children's non-attendance.

\*generally the DfE states that parents include all those with day to day responsibility for a child.

Please keep this information sheet and return the completed form overleaf to the Academy





STOKE-ON-TRENT CITY COUNCIL  
**ST PETER'S**  
**CATHOLIC ACADEMY**



APPLICATION FOR  
**LEAVE OF ABSENCE**  
 IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

The Local Authority and The Newman Catholic Collegiate strongly discourages parents/carers from applying for leave of absence during term time. In line with Government and Local Authority guidance, authorised absence will only be given for exceptional circumstances. All leave requests will be dealt with at the discretion of the Academy and the child's period of attendance will be taken into account.

**Please be aware that the Education Welfare Service will be informed of any unauthorised absence and it may result in a Local Authority Penalty Notice (fine) being sent to you in relation to your child's absence.**

I wish to apply for leave of absence from school for my child:

Name of child: ..... Reg Group/Class: .....

First day of leave requested ..... Last day .....

Number of days involved

Exceptional circumstances leading to request: **THIS SECTION MUST BE COMPLETED**

If the reason for your request involves a trip abroad, which country are you visiting? \_\_\_\_\_

What is the current status of this country according to Government travel guidelines? **RED / GREEN**

Information regarding this and the lists of countries can be found here: <https://www.gov.uk/foreign-travel-advice>

Will you need to self-isolate on your return to the UK? YES / NO \*please delete as appropriate

- If YES - for how many days will you and your family have to self-isolate: \_\_\_\_\_
- If YES, YOU MUST REFER TO AND FULLY FOLLOW THE INFORMATION HERE: <https://www.gov.uk/foreign-travel-advice>
- If YES, please give the total number of school days that your child will be absent for: \_\_\_\_\_

Signed ..... (Parent/carer) Date .....

Attendance % .....

The above leave IS authorised in accordance with the academy's procedure

The above leave IS NOT authorised in accordance with the academy's procedure

Signed .....

Date .....

*(Principal on behalf of the Director of the Academy)*

Comments/Reason:

.....  
.....