

St. Bede's Catholic College

Request for Absence in Term Time

At St Bede's we believe that for any child to maximise their potential it is extremely important that they attend school every day as the learning in one lesson will provide the basis for the next. The Government directives state that headteachers/principals cannot authorise any absence for holidays during term time. **The Principal can only consider requests for absence in the most exceptional circumstances** and each case will be treated individually. Therefore, please provide details of special circumstances relating to your application and attach any supporting evidence. The Principal will take into account:

- The student's age and the stage in their education
- The overall attendance pattern and progress of the student

If a parent/carer takes their child out of school **without** permission being granted, this will count as an unauthorised absence on the student's record. **Four days or more unauthorised absence can lead to a Penalty Notice being issued, and this will incur a £60 fine (per parent, per child).**

This request should be submitted as soon as it is anticipated: and wherever possible, at least four weeks before the absence. Leave of absence cannot be approved retrospectively.

For completion by Parent / Carer:

Student name(s) Tutor Group
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First day absent from school Return to school date

Please give a detailed explanation of any special circumstances which require absence from school during term time **(if this section is not completed permission will not be given)**

Signature of parent / carer Date

For completion by school

Days Requested		Current Attendance	
Previous Absence request	Yes / No	Previous Years Attendance	
Sessions Approved		Sessions Declined	

Request Approved / Declined

Penalty Notice Referral: Yes / No

Authorised Signature:

Date: