

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.

Unauthorised absence of five days or more can lead to a Penalty Notice being issued, this will incur a fine of £80 per parent, per child, if paid within 21 days. Increasing to £160 if paid between 22 and 28 days.

A second offence will incur a fine of £160 per parent, per child if paid between 1 and 28 days.

A third offence within a three-year period may result in an automatic request for prosecution.

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

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 granted)**

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	
Reason Absence Approved/Declined			

Request Approved / Declined

Penalty Notice Referral: Yes / No

Authorised Signature:

Date: