

**Leave of Absence Request Form**  
**To be completed by the parent/carer and returned to the School Office**

I apply for my child to be granted approval for a leave of absence in term time during the academic year:

Full name of pupil \_\_\_\_\_ Class \_\_\_\_\_

Dates of intended leave:

From \_\_\_\_\_ to \_\_\_\_\_, return to school on \_\_\_\_\_.

Reason for leave in term time

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*(Please continue overleaf if required)*

Signed \_\_\_\_\_ parent/carer Date \_\_\_\_\_

Our Lady of Lourdes CMAT will not grant any leave of absence during term time unless there are exceptional circumstances.

Please note carefully:

- Approval should be sought before leave is booked.
- Approval will not be granted to pupils in the week of their SATs tests or the six weeks before this.

You will receive a response regarding your request for leave from the Headteacher within two weeks. You may be asked to come into school to meet with the Headteacher, and provide evidence to support your request.

Please note:

- If the absence is longer than 5 days, or your child does not return to school on the return date entered, all further absences will be recorded as unauthorised.
- If the holiday is not agreed by the Headteacher, the absence is recorded an unauthorised absence. The Headteacher can request that a Penalty Notice be issued to the parent by the Education Welfare Service. This currently stands at £60 per child per parent if paid within 21 days, rising to £120 per parent per child if paid within 28 days.
- If you fail to pay a penalty fine, you will be prosecuted. You could get a fine of up to £2,500, a community order or in extreme cases a jail sentence of up to three months.