

St Francis de Sales Catholic Infant & Nursery School

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

All children are entitled to 190 days education provision during a school year. We value full school attendance because of the enormous benefits and progress achieved by the children who attend school regularly. OFSTED expect that Primary aged pupils should achieve 95% school attendance during a school year – which means a maximum of 9.5 days or 19 sessions missed.

The Law regarding absence from school has changed from 1st September 2013, which means that schools can no longer authorise absence for a family holiday. Therefore if you require any leave of absence you should complete this form in advance and arrange an appointment to meet with Miss Suffield to discuss your request and circumstances.

If your request is Unauthorised, the Law now states that a Fixed Penalty Notice may be issued by the Local Authority, if 10 sessions (5 days) of absence are Unauthorised. This is currently a fine of £60 per parent, per child, if paid within 21 days, or £120 if paid between 22 – 28 days from issue.

Please complete and return this form in advance to the school office.

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Child's Name..... **Class**

First day of absence:

Date of return to school:

Reason for absence during term time:

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Signed by parent/carer Date

For school use only:

Number of absences to date % attendance

Number of absences last year: % attendance

Number of days requested:

Number of days authorised Number of Days Unauthorised

Signed Date