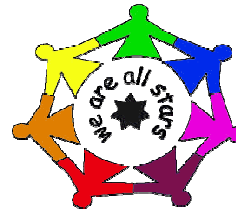


This section is for school use only

Form checked:(Initials)
 Attendance current year:%
 Attendance previous year:%
 Holiday taken last year:
 Ticket/travel confirmation seen:
 Copy of ticket/travel confirmation retained:
 Copy sent to parent: Date:
 Copy sent to teacher: Date:
 If the pupil has not returned on expected date:
 Telephone call made to parent
 Date:
 Time:
 Call made by:
 Result:



Catherine Infant School

Ulverscroft Road, Leicester, LE4 6BY
 Tel: 0116 262 5422 Fax: 0116 251 1636
 www.catherine-inf.leicester.sch.uk

Term Time Absence

Due to new changes in the law, parents will not be given permission by the school to take their child out of school during term time.

Please complete this form giving all the details requested, before the Headteacher makes a decision. A separate application must be completed for each child. We also ask that if possible you show your tickets or other proof of travel dates to the school office. On receipt of the completed form, the Headteacher will consider all the details given before making a decision.

Childs Name: **Class:**

First day of absence from school:

Date of return to school:

I request for my child to be absent in order to accompany me on a visit to:

The reason for the visit is:

Full address of destination:

I have arranged for the following friend/relative to notify the school if there are any changes to my travel arrangements which may affect my date of return.

Name of friend/relative:

Address:

.....
.....

Telephone Number:

I understand that:

- Catherine Infant school’s holiday policy will only authorise term time absence under exceptional circumstances.
- The Headteacher will not authorise more than one period of extended absence while the child is on role at Catherine Infant.
- Absence will not be authorised for Year 2 children.
- Penalty notices will be issued for parents who still take their child on holiday, if the holiday has been unauthorised. This will be a fine of £60 per parent, per child.
- If my child is removed from the school I will have to apply for a place in school through the local authorities admissions department, and will only be offered a place at a school that has space available.

Headteacher’s Decision

Absence authorised from:

..... to:

Absence unauthorised from:

..... to:

Childs Current Attendance:%

The absence is unauthorised because of one or more of the following reasons:

- * Childs attendance is less than 90% in the previous academic year
- * Childs attendance is not satisfactory this academic year
- * Child has had numerous unauthorised absences
- * Child is in Year 2
- * This is not an exceptional circumstance

Signed:

Date:

Name of Parent:

Signed by Parent:

Date: