

# ST. JOSEPH'S MALMESBURY

CATHOLIC SCHOOL & NURSERY FOR CHILDREN AGED 2-11

## LEAVE OF ABSENCE REQUEST FORM

|                                 |           |                        |                |
|---------------------------------|-----------|------------------------|----------------|
| Author / reviewer responsible:  | NM        | Last amended:          | May 2026       |
| Authorisation by resolution of: | Governors | Date of authorisation: | May 2026       |
|                                 |           | Date of next review:   | September 2026 |

At St Joseph's Catholic Primary School, we believe that every lesson is important & maximum attendance and punctuality are valuable life skills. Taking your child out of school during term time may harm your child's academic progress. In line with Local Authority policy, absences may only be authorised at the discretion of the Headteacher in **EXCEPTIONAL** circumstances.

**Please tick below to indicate which exceptional circumstance applies to the reason for this request.**

- exceptional family circumstance, such as a bereavement / religious observance / wedding of a close family member / family emergency
- unavoidable medical / dental appointment (although it is the school's expectation that every effort should be made to secure routine doctor/dentist appointments out of school hours or during the holidays) absence, within reason, for an external exam such as ballet and music and to attend elite events (e.g. National Youth Orchestra or a representative sport event)
- representative sport event)

Please note that **family holidays will not count as a reason to authorise absence in term time**, with the exception of the children of armed forces personnel on leave from active service. Leave of absence requests must be made at least 5 days in advance.

|   |  |  |                               |
|---|--|--|-------------------------------|
| <b>Name of Child(ren)</b>   |  |  |                               |
| <b>Class</b>  |  |  |                               |
| <b><u>Date of First Day of Absence:</u></b>   |  |  | <b><u>Date of Return:</u></b> |
| <p><b>Please state below your reason for this absence request with details outlining your 'exceptional circumstance'.</b><br/>Please continue on a separate sheet of paper if required.</p> |  |  |                               |
| <b>Number of Days requested</b>   |  |  |                               |
| <b>Known siblings and school(s) attending</b>   |  |  |                               |

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer (Print): \_\_\_\_\_

**Please note that parents may risk a fine (Penalty Notice) if a pupil has 10 or more sessions of unauthorised leave within a rolling period of 10 school weeks.**

**FOR SCHOOL USE:**

Attendance%:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Request authorised: Yes/No

**PUPIL LEAVE OF ABSENCE IN TERM TIME**

**Important notice to all parents and carers**

The Department for Education (DfE) has introduced some new guidance for schools and local councils for managing school attendance. They have also introduced a new national framework for penalty notices (fines) and amended the law. These changes come into effect from the 19 August 2024 and all schools and councils across the country will be expected to follow the new statutory guidance. If a pupil accumulates 10 or more sessions of unauthorised leave of absence within a rolling period of 10 school weeks, the school must notify the Local Authority and a Penalty Notice will be issued to each parent for each child where that applies.

A penalty of £160 will apply, if paid within 21 days this is reduced to £80. £160 21- 28 days. If after 28 days the penalty has not been paid, legal proceedings will be taken through the magistrates court for the unauthorised absence.

