

**Application for leave of absence from
St Benedict's Catholic College during term time**



Leave of absence may only be granted by a person authorised to do so by the Principal.

Taking your child out of St Benedict's Catholic College during term time could be detrimental to their educational progress. *For every day your child is absent they miss 5 hours of education; 5 days = 25 hours missed; 10 days = 50 hours missed.*

THERE IS NO ENTITLEMENT for parents/carers to take a child out of school during term time, however you may apply to the college for leave of absence in exceptional circumstances. Agreement to each request is at the discretion of the Principal, acting on behalf of the Governing Body (The Education (Pupil Registration) (England) (Amendment) Regulations 2013).

If the absence is not authorised and the leave is taken, the matter may be referred to the Local Authority who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent/carer for each child taken out of school. Failure to submit a leave of absence request will result in the absence being unauthorised and a referral to the Local Authority who may again issue a Penalty Notice as above.

Please note: If you have previously received a Penalty Notice for an offence of failing to ensure regular school attendance or been the subject of a prosecution for any child in relation to irregular school attendance, you may not be given the opportunity to pay a further Penalty Notice; your case may proceed directly to court.

(Please complete one application per child)

I would like to request permission for leave of absence for my child, a student registered at St Benedict's Catholic College, for the reasons detailed below:

Student's full name:	
Student's d.o.b.:	Form:
Student's home address:	
Postcode:	Email:
Telephone (Mobile):	Telephone (Home):
First date of absence:	Last date of absence:
Reason for request: <i>Details of the exceptional circumstances must be completed – please use and attach a separate sheet for further information</i>	
Full name of person making request:	
Relationship to student:	
Full address and postcode: <i>(if different from student's above)</i>	
If the above-named student does not reside with you, please provide the full name of the resident parent/carer:	
Does the resident parent/carer agree with this application? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Signature of <u>resident</u> parent/carer:	Date:
Do you have a child/children at another school? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please provide their full names and which schools they attend</i>	

All sections on this application form must be completed in full

The college will write to you/resident parent carer/those with parental responsibility (where appropriate/applicable) with the college's response to the application for leave of absence. The college will follow our safeguarding policies and procedures and GDPR guidance.

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COLLEGE/OFFICE USE ONLY

Date application received:			
Attendance percentage preceding 12 weeks:			
Number of <u>sessions</u> absence this academic year:	Authorised	Unauthorised	Total
Have the family of this student been issued with a Penalty Notice in the previous 12 calendar months? If yes, how many in total?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
How many college <u>sessions/days</u> of absence is being requested?	Sessions	Days	
Decision of the application:	Authorised	Unauthorised	
	Days	Days	
	Sessions	Sessions	
Reason for decision:			
Application processed by:			
Principal's signature:			
Date college responds to application:			
Response letter sent to:	Applicant	Other (please specify)	