

ST. BEDE'S CATHOLIC JUNIOR SCHOOL
celebrates life and learning

REQUEST FOR LEAVE OF ABSENCE

A request for absence should be made in advance at least 20 school days before the proposed leave of absence.

| PUPIL DETAILS | | | |
|--|--|-----------------------|--|
| Name: | | Date of Birth: | |
| Class/Teacher: | | | |
| Dates of requested absence: | | | |
| Date of return to school: | | | |
| Reason for leave of absence request: | | | |
| If a parent/carer has inflexible leave allocation, this form must be accompanied by a letter from the employer. | | | |
| If my request is not granted, I understand that keeping my child off school will result in the absence being recorded as Unauthorised. This may result in a Penalty Notice being issued to me by the Local Authority for the non attendance of my child at school. | | | |
| A penalty notice is £60 <u>per parent, per child</u> . If the notice remains unpaid after 21 days the penalty increases to £120 per parent, per child. If the notice remains unpaid after 28 days the Local Authority may commence proceedings under section 444(1) of the 1996 Education Act in the Magistrates' Court. | | | |
| Parent/Carer Name: | | | |
| Relationship to child: | | | |
| Signature: | | | |
| Date of Request: | | | |

For School Use

The request for leave of absence for: has/has not been authorised.

COMMENTS

Signed:.....

Date:

Headteacher (for Governing Body): MRS. F. TIERNAN