



# St Joseph's Catholic Voluntary Academy

"Believe, Achieve, Succeed"

Coventry Road,  
Market Harborough  
Leicestershire, LE16 9BZ  
Tel: 01858 465 359  
[office@stjosephs.leics.sch.uk](mailto:office@stjosephs.leics.sch.uk)  
[www.stjosephs.leics.sch.uk](http://www.stjosephs.leics.sch.uk)  
Headteacher: Mrs B Dabbs

## Leave of Absence Request Form

The school and its staff regard the daily attendance of children at school as being vital to each child's education and development.

Government guidelines, prevent Headteachers from granting any leave of absence during term time, **unless there are exceptional circumstances** or as a religious observance. A family holiday during term-time does not fall under the category of 'exceptional circumstances.' Therefore, leave of absence will not be granted for any family holiday requests.

You should also note that if your child has unauthorised leave of absence, you may either be issued with a penalty notice, or your case could be referred by the Local Authority directly to the Magistrates' Court.

It is hoped that you will carefully consider the information outlined above before making this request.

I / we request that Mrs Dabbs considers leave of absence for:

Child's name: ..... Class: .....

From: ..... to .....

Reason for request:

Signed: .....(parent/carer) Date:.....

### Return to parents

If your child has unauthorised leave of absence, you may be issued with a **Penalty Notice of £120 per parent per child** (discounted to £60 if paid within 21 days), or your case could be referred by the Local Authority directly to the Magistrates' Court.

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

Period of absence from.....to.....has/has not been agreed.

It will be marked on the child's school record as an Authorised/Unauthorised Absence.

Signed..... Headteacher. Date:.....