



St Joseph's Catholic Voluntary Academy

"Believe, Achieve, Succeed"

Under Saint Joseph's guardianship and protection, we will be supported to achieve and succeed in the things the Lord wants us to do.

Coventry Road,
Market Harborough
Leicestershire, LE16 9BZ
Tel: 01858 465 359
office@stjosephs.leics.sch.uk
www.stjosephs.leics.sch.uk
Headteacher: Mrs B Dabbs

Leave of Absence Request Form

The school and its staff regard the regular attendance of children at school as being vital to each child's education and development. It is for this reason that non-attendance (however short or infrequent) is treated seriously. It remains the policy of the school to only sanction non-attendance during term time in exceptional circumstances.

Government guidelines, prevent Headteachers from granting any leave of absence during term time, **unless there are exceptional circumstances**. 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, if your child is absent from school for 10 sessions (equivalent to 5 school days), 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 be granted to:

Child's name: Class:

From: to

For (give reasons):

.....
.....

Signed: (parent/carer) Date:

Return to parents

If your child has unauthorised leave of absence, you may either be issued with a **£160 per parent, per child (reduced to £80 per parent, per child 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.



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Signed..... Head Teacher. Date:.....