



SS John Fisher & Thomas More Catholic Primary School

A Voluntary Academy

"Journeying together with Jesus Christ, we learn to love and love to learn."



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

It is important to notify school of any leave of absence during term time. Attached is an application form for you to request permission for your child to be absent from school during term time. Before completing the application form, please read these notes carefully:

- **The law states that you do not have the right to take your child out of school for holidays during term time.**
- If the school refuse your request and you still take your child out of school the absences will be treated as unauthorised. **Unauthorised absences may result in a Fixed Penalty Notice.**
- A penalty notice will be issued to each parent for each child. The penalty notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within the first 21 days.
- **Failure to pay the penalty notice may result in legal proceedings being taken against you. Other statutory action may also be considered under the Education Act 1996, which may result in you being prosecuted in the Magistrates' Court. If you are found guilty, you will receive a criminal record and may receive a fine of up to £2,500 and/or three months' imprisonment.**
- If you wish to take your child "out of school" during term time, you must apply for permission in writing using the attached form. Permission for authorised leave of absence will only be granted in very exceptional circumstances.
- You will be at risk of losing your child's school place.

Having read these notes, if you still wish to apply for a leave of absence for your child, please complete the application attached. This form should be returned to school as far in advance of the proposed absence as possible.

D Hemington
Head Teacher



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APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil's Name Class

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School Date of Return to School

Total number of school days missed

Reasons for absence from school:

.....
.....
.....

I make an application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised.

Name of Parent/Carer making application

Signed

Date

PLEASE RETURN COMPLETED APPLICATION FORM TO SCHOOL
(You will receive a copy of this form signed by the Head Teacher as below)

Dear Parent/Carer,

I can confirm that the above holiday request has been authorised / unauthorised.

D Hemington
Head Teacher

Comments:

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