



St. Peter's Catholic Primary School

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Gloucester

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Headteacher: Mr K Doyle

Chair of Governors: Mr J Collins

Following in Jesus' footsteps, we live, love and learn together as a school family to build a better world.

**Request for Leave during Term Time
TO BE COMPLETED BY THE PARENT(S)/CARER(S)**

Pupil	
Name	
Date of Birth	
Year/Class	
First Date of Absence	
Last Date of Absence	

Parents – Parent means: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person: any person who has care of a child or young person i.e., lives with and looks after the child.

Name	
Address	
Telephone No	
Email Address	
Accompanying child during the leave of Absence	YES/NO
Not accompanying child during the leave of Absence	YES/NO
Signature/Printed name	
Date	

Name	
Address	
Telephone No	
Email Address	
Accompanying child during the leave of Absence	YES/NO
Not accompanying child during the leave of Absence	YES/NO
Signature/Printed name	
Date	

Live • Love • Learn



To establish if your reasons for the above absence are for exceptional circumstances, please give as much detail as possible (including your destination).

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The decision will be based on the information you provide on this form (please continue with additional information on a separate sheet if required).

Our records will reflect that you will still proceed with this absence on an unauthorised basis, however, should you decide not to take your child out of school at this time, please let us know as soon as possible.

Information for parents/carers

‘Improving attendance is everyone’s business’, and it is important that we, as your child’s school, work together in partnership with you, your family, your child, and the wider community.

Any holiday-related absence taken that includes 10 sessions in 10 weeks, may result in a Penalty Notice.

The penalty amount is £160 (reduced to £80 if paid within 21 days for the first offence). If a parent receives a second penalty notice within a rolling three year period, the fine is £160 and there is no option to pay the fine at a reduced rate.

Parents with parental responsibility, and adults residing with the child, including for example, step-parents who have day-to-day responsibility for the child, may be fined, and this applies to each child who is absent.

If a Penalty Notice is not paid within the time limits set out in the letter to the parent, the Local Authority may proceed the case to court.

Nationally, Headteachers are: not permitted to approve term time holidays except in genuinely exceptional circumstances, and are to consider each application for a leave of absence individually before making our decision.

The law clearly expects Headteachers to enforce these penalties strictly.

Parents/carers do not have the right to take children out of school for a holiday during term time. Any requests are considered on an individual basis following guidelines issued by the DfE and LA.

Holiday absences will not be authorised if they are not considered to meet exceptional circumstances.

If a pupil goes on holiday without permission, the absence will be classed as unauthorised. Absence will also be unauthorised if a child does not return to school on the agreed date. Unauthorised absence could result in referral to the LA to begin legal proceedings.