

St. Mark's Catholic Primary School

Guidance on requesting leave of Absence



As a parent or carer of a child of school age, you should:

- send your child to school on time every day with the correct uniform and equipment
- contact the child's school on their first day of absence if they are unwell, and return them to school as soon as they are well enough
- take holidays only during school holidays

Absence

- St. Mark's Primary School will consider every application individually. Its policy is NOT to grant 'leave of absence', other than in the most exceptional circumstances. Time off school for family holidays or celebrations is not a right. An application must be made in writing, with appropriate evidence and in advance.
- A request for Leave of Absence form does not need to be completed for a regular appointment at your GP, Optician or Dentist but the school should still be notified in advance and evidence provided, and where possible, regular check-up appointments should be made for out of school hours or during school holidays. It should be noted that repeated absences for regular appointments may not be authorised, with or without evidence.
- St. Mark's Primary School will consider AUTHORISING 'leave of absence' for
 1. Armed Forces personnel returning from or rewarded for active duty
 2. Funerals
 3. A pre-arranged hospital appointment that cannot be changed
 4. Religious observance of a Nationally or Internationally recognised occasion
 5. Embassy visits in the UK where appointments are not available during school holidays
- Requests for 'leave of absence' will be deemed UNAUTHORISED for;
 1. A family holiday, regardless of a parent's employment restrictions
 2. Family celebrations (e.g. Birthdays)
- St. Mark's Primary School will NOT authorise family holiday leave during term time.
- St. Mark's Primary School will respond in writing to all requests to take a child out of School.

Important: The Local Authority Education Welfare Services will actively seek to track those parents who persist in taking their child/ren out of school on an unauthorised 'leave of absence' whether a holiday or otherwise, during term time. In such cases the Local Authority will notify the parent(s) concerned and issue a Penalty Notice where necessary. We urge all parents to be aware of this when making their decision.

Penalty notices

A penalty notice will be issued to each parent or carer for each child. The penalty is:

- £60 if paid within 21 days
- £120 if paid between 21 and 28 days

We encourage honesty and transparency in all that we do and this includes pupil absence. We work in close partnership with our Education Welfare Officer who regularly monitors pupils' absence. If the authenticity of the absence appears to be in doubt, then the school will request parents to provide evidence to support the period of absence, otherwise the absence will be unauthorised and a penalty notice (fine) issued.

Please visit our website for further details, a full copy of our policy and a link to further information from the Local Authority.

St. Mark's Catholic Primary School

Absence Request Form

Please return this form to the **school office** at least **three weeks** before absence starts.

To: the Headteacher of St. Mark's R C Primary School

Name of child/ren	Date of birth	Year Group

I, being the parent of the child/ren named above, request that you consider a 'leave of absence' during the school term

From: (first day of absence)	To: (last day of absence)	Total school days =
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Please give details of the exceptional circumstances that give rise to your 'leave of absence' request (for guidance, please refer to the back of this form):

I have read the guidance notes overleaf and understand that permission for a family holiday will **not** be authorised and my actions may incur a Penalty Notice Charge from the Local Authority. I have attached any relevant evidence to support my request.

Signed: _____ **(Parent/Guardian) Date:** _____

To be completed by the school:

Attendance record (% of absences): _____

Authorised/Refused by the Headteacher: Signed:	Reason:
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Family Holiday - agreed H	Family Holiday - not agreed G	Extended Family Holiday - agreed F	Religious Observance R	Other Authorised Absence C

Referral for Fixed Penalty Notice:	Yes / No
Child is not of statutory school age:	Yes