



Cottesmore St. Mary

Catholic Primary School

THE DIOCESE OF ARUNDEL AND BRIGHTON



Headteacher: Rachel Breen

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

If you have to take an absence in term time, please complete this form and return it to the school at least 10 days before the date you wish for your child to be absent from school.

Pupil Name: Class:

Name of any older sibling and school attending

Home Address:

First day of absence Date your child will return to school

Total number of school days/hours missed:

Reason / Exceptional circumstances are as follows (please attach any proof):

.....
.....

I understand that if the request is unauthorised, the Local Authority will be notified of the absence taken and they may issue both parents with a penalty notice.

If a pupil misses 10 or more sessions (5 days or more) of school for unauthorised absence within a period of 10 school weeks, a Fixed Penalty Notice may be issued to each parent (as it is both parents' responsibility to ensure their child is in school). The threshold can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes, all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not. The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term). There are 2 sessions per day – 1 am and 1 pm.

If unauthorised with a fine, the first Penalty Notice issued to a parent in respect of a particular child is £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second penalty notice issued to the same parent/carer in respect of the same pupil, within 3 years of the date of issue of the first penalty notice, is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent/carer, in respect of the same pupil, within 3 years of the date of issue of the first penalty notice. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action can be taken, including considering prosecution under Section 444 of the Education Act 1996.

I understand that failure to pay any fines may result in legal action.

Name of parent/carer making application:

Signed: Dated:





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(FOR OFFICE USE ONLY)

Pupil Name: Class:

☐ **AUTHORISED:** Your request has been authorised for the following dates:to

☐ **UNAUTHORISED:** Your request has been unauthorised for the following dates:to.....

It is not considered that the circumstances you describe are exceptional.

Notes:

Signed:Attendance Team Date:

