



St. Bernadette Catholic Junior School

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Headteacher Ms. D. Hogan

REQUEST FOR TERM TIME ABSENCE

The arrangements in relation to authorising term time holidays were revised with effect from 1st September 2013.

From this date schools no longer have the discretion to authorise any term time leave which relates to a holiday, these absences must remain unauthorised.

Headteachers do have discretion, should the absence relate to a sudden unexpected severe incident relating to a family member located abroad (e.g. sudden severe illness), however, it is expected that parents supply evidence of the situation to the school.

If this does not occur, the absence will not be agreed.

Schools may request the issue of a penalty notice in relation to any period of unauthorised leave.

Penalty notices equate to a £60 fine which must be paid within 21 days, if this does not occur then the fine increases to £120 up to the 28th day. Failing to settle the fine within deadlines may result in prosecution where there is a potential fine of up to £2500.

This request must be supported by the following

- Evidence of the reason for absence
- Evidence of attendance percentage
- Evidence of curriculum levels

It would be helpful, therefore, if parents would bear the above points in mind when completing their part of this form.

To the Headteacher of St. Bernadette Catholic Junior School

Parents should complete this section of the form before the period of absence and hand to the school office, who will pass the form to the Head teacher for consideration.

Name of Child.....Class.....

I request permission for Term Time Absence for my child for the following reasons:

Date leave applied from..... to

Signed (Parent/Carer)Date.....

*Please note that forms are open to inspection by Lambeth's Education Welfare Officer

For Office use only

- Current attendance percentage _____
- Current Curriculum levels Reading _____ Writing _____ Maths _____

Leave of absence has been/has not been approved by the Head teacher, (on behalf of the Governors)

Head teacher's comments:

Signed by Headteacher.....

Date.....