



# St. Peter's Catholic Voluntary Academy

(Part of the St. Thomas Aquinas Catholic Multi-Academy Trust)

Mill Lane, Earl Shilton, Leicestershire, LE9 7AW Tel: (01455) 843840 e-mail: admin@stpetersprimary.org

## **REQUEST FOR ABSENCE DURING TERM TIME**

*Please complete all shaded boxes on this form*

Name of School	<b>St Peter's Catholic Voluntary Academy</b>
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Name of Child(ren)	Year Group(s)

Name of Parent(s)/Carer(s)	Date(s) of Proposed Absence	No. of school days child(ren) would miss

Please give details of the exceptional circumstances that require your child(ren) to be out of school during term time.

<b>Signature</b> of Parents/Carers with Legal Responsibility for the Child	Email address for response	Date

Government guidelines prevent Headteachers from granting any leave of absence during term time, unless they are exceptional circumstances. A family holiday during term time does not fall under the category of 'exceptional circumstances'

The parents of a child who has absences recorded as a result of an unauthorised family holiday may each be fined £60 which must be paid within a 21 day period. Failure to pay the fine(s) within the timescale will result in them being doubled to £120 each which will need to be paid within 29 days of the original fine being issued. If the fines remain unpaid after this the full period of 29 days has expired, parents may face legal action under Section 444 of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £1000.

### **Response from Headteacher:**

Child's Attendance percentage this academic year

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<b><u>THIS ABSENCE REQUEST IS</u></b>	Authorised	Not Authorised	Further information from parents required
<b>Reasons</b> for the decision			
<b>Signed</b>		<b>Date</b>	

Processed By	Date	Scanned	MIS input	Parent informed	