



St John Vianney Catholic Primary School
Application for Leave of Absence during term time



From September 2013 the law was changed regarding holidays during term time. The Headteacher can now only grant leave of absence in **EXCEPTIONAL circumstances**. Parents applying to remove their child from school during term time must give advance notice and should provide evidence to support the application.

Parents be aware you may be issued with a Penalty Notice if you decide to go ahead with an unauthorised absence during term time and the absence meets the LA penalty notice criteria of 20 sessions unauthorised absence during a ten-school week period. Penalty Notices are issued per parent per child.

Further information on the law regarding Leave of Absence during term time and Penalty Notices for unauthorised school absence can be found at [GOV.UK](http://gov.uk)

Name of pupil (s)	Year group

Name of parent/cares	Relationship	Address (if different from the address of child)

Dates of leave of absence

From:	To:
Total number of days:	Destination (must be included):

Please list your reasons including any exceptional circumstances for removing your child/children from school during term time. Please attach any appropriate evidence to support you application. **If this is for an event or special occasion, please include date of event.**

I understand that the absences applied for may be recorded as an unauthorised absence on my child/children's attendance record and that if I go ahead with an unauthorised absence I may be issued with one or more Penalty Notice.

Signed

Date

Authorised

Unauthorised

Signed

Mrs A L Friar

Date.....