St Mary's Catholic Primary School

High Road, Kells, Whitehaven, Cumbria. CA28 9PG
Tel: 01946 66356 Fax: 01946 696013
e-mail: admin@kells-stmarys.cumbria.sch.uk

Dear Parents/Carers,

Requesting Absence from School

As you may know, the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher/Governors the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".
You may consider that a holiday will be educational but your child will still miss out on the teaching that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed. This poses a potential risk of under achievement for your child.
If you wish to request a leave of absence and it is not considered to be an exceptional circumstance, and you nevertheless take your child out of school, this **will be recorded as unauthorised leave**.

In considering the decision whether to authorise, the following will be taken into account:

- Reasons given for the absence.
- Your child's previous attendance record; this includes attendance in the current academic year - which should be over 95% - as well as attendance in previous academic years.
- Whether your child will miss any tests (or important preparation for their tests).
- Whether your child is making good progress.

I hope you will support us as we continue to raise attendance and attainment for your child at St Mary's C.P. School.

Please ensure you are giving at least 14 days' notice of the proposed absence; retrospective applications cannot be authorised.

Thank you for your co-operation,

Mrs Susan Starkie	Mrs Carla Scott	Mrs Sarah Jardine
Head Teacher	Senior Learning Mentor	Attendance Governor

Child's Name _____ Year Group_____

Date of first day of absence_____
Time of first day of absence _____

Date of return to school _____
Time of return to school _____

Number of school days that your child will be absent from school_____

Please detail the exceptional circumstance for which you are requesting leave of absence

I understand that if the absence request is unauthorised the Local Authority may be notified of the absence taken and a Fixed Penalty Notice may be issued.
I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £80 if paid within 21 days, increasing to £160 if paid within 28 days.
If a second FPN is issued for the same child with three years, the amount will be £160.
I also understand that failure to pay a Fixed Penalty Notice may result in further actions, such as a parenting order or prosecution.

Name(s) of Parent/Carer (s) making application.

Mr/Mrs/Ms Forename_____ Surname_____

Mr/Mrs/Ms Forename_____ Surname_____

Signed_____ Date _____