



**Blessed Hugh Faringdon Catholic School with Reading Borough Council**

**REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

**Please read notes below and complete all sections of the form**

This form is to be completed and forwarded to the Headteacher of the school. Parents have a legal duty to ensure their child/ren’s regular attendance at school. The Headteacher may authorise leave of absence but **only in very exceptional circumstances**. Any application should be made well in advance and parents are strongly advised to apply for leave of absence **before** making any arrangements. If your child does not return on the agreed date, then you may lose the school place.

Holidays in term time are not considered an exceptional circumstance so please do not ask for holidays in term time.

**Please be aware that if you take your child out of school for unauthorised leave of absences during term time, you may be issued with a Fixed Penalty Notice. A Fixed Penalty Notice is issued per parent per child.**

I request that leave of absence be granted for:

Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

From (first day of absence) \_\_\_\_\_ to (last day of absence) \_\_\_\_\_

Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

Address: \_\_\_\_\_

Have you already had leave of absence in this school year? Yes/No

My child’s punctuality and attendance are above the school target of 95.5%? Yes/No

Your reasons/explanation for requesting the leave of absence:

.....  
.....  
.....  
.....

Decision: Authorised/Unauthorised Absence

Signed \_\_\_\_\_

Reason \_\_\_\_\_

**A letter will be sent confirming the decision as soon as possible**