



St Thomas More Catholic High School

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

To: The Headteacher,

I, the undersigned, being the parent / carer of:

Name(s): _____ Date of Birth(s) _____

Tutor Group(s): _____

Address:

Contact phone numbers:

He/She/They will be absent _____ days from school for the reasons stated below.*

First day of absence (date): _____ Date of return to school: _____

*Please provide full details of the reason for absence.

Declaration (Please read the notes on the back of this form)

I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should my child take a leave of absence without prior authorisation of the Headteacher.

Signature of Parent _____ Date: _____

Print Name: _____

Important information for Parents/Carers

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason. Research suggests that children who are taken out of school may never catch up on the learning that they have missed, which may ultimately have a detrimental effect on their future progress.

Parents are required under the Education Act (1996) to ensure their child attends school regularly. There is no automatic right to take a child out of school during term time. Amendments to DfE Attendance Regulations state that from September 2024, Headteachers may **not** grant any leave of absence during term time (including family holidays) in any circumstances.

The request for leave of absence must be made in advance. The school would appreciate the form to be submitted at least 2 weeks in advance of the requested date(s) of absence. The Headteacher may invite the parent into school to discuss the request.

If the request for a leave of absence is refused the absence will be recorded as unauthorised. The Headteacher may refer the matter to the Local Authority requesting a Penalty Notice be issued against you. The Headteacher will take into consideration your child's overall school attendance when making this decision.

A Penalty Notice is a fine of £80 if paid within 21 days of receipt, rising to £120 if the notice is paid after 21 days but within 28 days.

If the penalty is not paid in full by the end of the 28 day period the Local Authority may prosecute for the offence to which the notice applies.

Where there is more than one child, each parent* may be issued with a Penalty Notice in respect of each child.

*The Education Act 1996 defines a parent as all natural parents, whether married or not and includes any person who, although not a natural parent, has a responsibility for the care of the child. This means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in Education Law.

Completed forms should be returned to the Headteacher's PA, St Thomas More Catholic High School, Lynn Road, North Shields, Tyne and Wear. NE29 8LF.