



Holy Family Catholic Primary School

Amberley Road, Patchway, Bristol, BS34 6BY

Email: admin@holyfamilyprimary.co.uk | Telephone: 01454 866 786 | Headteacher: Mr W Harding

www.holyfamilyprimary.co.uk

APPLICATION FOR LEAVE OF ABSENCE

This form must be completed at least six weeks prior to the period of absence

I request that: (name of child) in class:
..... be granted leave of absence from Holy Family Catholic Primary School.

First day of leave from school:

Date **returning** to school

Number of school days that will be missed

Reason:
.....

Service family? Yes/No (please delete as applicable)

I understand that the school does have the power to make a referral for the local authority to issue a penalty notice if a parent/carer takes a pupil out of school during term time for more than 10 sessions in a 7-week period, and that absence is unauthorised.

..... signature of parent/carer Date

..... W Harding, Headteacher Date

..... days authorised days unauthorised code

It is the responsibility of the local authority to decide when to issue fines to parents. However, under the national rules, all schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

The fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.