



Term-time Leave of Absence Request Form

Requests for leave of absence during term time can only be granted in exceptional circumstances.

Generally, the Department of Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Any supporting evidence must be supplied at the time this application is submitted.

Please complete this form stating the dates of absence, and detailing the reasons why this absence can only be taken during term time.

The application must be received by the school office two or more school weeks before the first day of absence. In rare cases, where this may not be possible, please contact the Head Teacher / school office directly on: admin@lourdes.brighton-hove.sch.uk

Permission must be requested and secured before taking any planned absence during term time. If permission is not secured and absence is taken without permission, the Local Authority will issue each parent(s)/carer(s) with a penalty notice, for every absent pupil. The first penalty notice issued to parent/carers in respect of a particular pupil, will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second penalty notice issued to the same parent/carers in respect of the same pupil, within 3 years of the date of issue of the first penalty notice, is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent/carers, in respect of the same pupil, within 3 years of the date of issue of the first penalty notice. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action can be taken, including considering prosecution under Section 444 of the Education Act 1996.

More information about the school's attendance policy can be found on our website: <https://ourladyoflourdesprimaryschool.co.uk/>

If you are unable to access our website, please speak to the school office who can provide you with a paper copy of the policy.



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Name of Child(ren):	
Class(es):	
Name of Parent(s) / Carer(s):	
Home Address(es):	
Contact telephone number(s) and e-mail address(es):	
Sibling(s) and school(s) they attend:	
Reason for leave (attach further information as necessary):	
First & last dates of absence:	
Signed:	<i>By signing this document, I am confirming that I have read and understood the above notice.</i>
Dated:	

FOR OFFICE USE ONLY

<u>Authorised / Unauthorised:</u>	
<u>Date of response:</u>	
<u>Method used to respond to parent:</u>	