



ST. Mary Magdalen's Catholic Primary School

REQUEST FOR EXCEPTIONAL TERM-TIME LEAVE OF ABSENCE

Parents/Carers have a statutory obligation to ensure that their child/ren attend school on time, every day during term time. There is no entitlement to leave of absence during term time. Term time leave will only be authorised in exceptional circumstances, at the discretion of the Headteacher and in accordance with the school policy as agreed by the Governing Body.

- Leave to attend family events (other than funerals of close relatives) will not be authorised
- Leave which is requested retrospectively (after date of travel) will not be authorised
- Unauthorised leave of 3 school days or more may trigger a fine of up to £120 per child/per parent
- Extended term-time leave for medical reasons will require supporting documentation from G.P., hospital or medical consultant/professional

If applying for exceptional leave for more than one pupil, please complete a separate form per child

Name of child _____ Year Group _____

Reason for leave request :

First day of absence from school) _____ Return date to school _____

Name of Parent/Carer _____

Date form completed and submitted _____

Please note – forms must be submitted to the School Office at least two weeks in advance of departure date.

Office use :

Request for leave has been **AUTHORISED / UNAUTHORISED**

Fine to be triggered **YES / NO**

Any other details :

Signed:

Date: