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| **St Joseph’s Catholic Infant School** | **Application for Exceptional Leave of Absence**Please note: ‘parents should not normally take pupils on holiday during term time’ DfES Circular 10/99Parents who do take their children on holiday during term time without prior authorisation by their school, may be fined under Section 23 of the Anti-Social Behaviour Act 2003 |
| Name of Pupil: |       |
| Proposed Dates of Absence:  | From: |       | To:  |       |
| **Reason for Absence:**(Please give details and reasons for the proposed absence from school)The Headteacher will consider your request for exceptional Leave of Absence following government guidelines and the following points:* Length of the proposed leave
* Age of the pupil
* The pupil’s general absence/attendance record
* Proximity of SATs
* Pupil’s educational needs
* General welfare of the pupil
* Circumstances of the request
* Purpose of the leave
* Previous term time leave/holidays taken
* When the request was made
 | **PLEASE NOTE THAT PARENTS ARE EXPECTED TO TAKE FAMILY HOLIDAYS DURING THE SCHOOL HOLIDAYS**      |
| Parent Signature |       | Date |       |
| Print Name |       |
| The completed form should be submitted to the Headteacher not less than one month before the proposed period of absence. This will be passed to the Governing Body of St Joseph’s Catholic Infant School for consideration. |
| Your child’s attendance record will be taken into account. If permission is refused, any absence for the above period will be recorded as unauthorised absence and will appear as such on your child’s attendance record and end of year report.Having a good education will help to give your child the best possible start in life. If your child is absent for any period he/she may miss essential elements of their learning programme. |
| LEAVE OF ABSENCE REQUEST – RESPONSE FORM (School use only) |
| This absence request has been accepted [ ] |
| This absence is unauthorised [ ] |
| Signed |       | Date |       |

**The Headteacher will respond in writing to your request for Leave of Absence from School during term time.**