Rosary Catholic Primary School

Part of the Little Way Catholic Educational Trust

Beeches Green, Stroud, Gloucestershire, GL5 4AB

(t) 01453 762774 **(e)** admin@rosary.gloucs.sch.uk **(w)** www.rosaryschool.org.uk

Headteacher: Mrs J Knighton

Request for a leave of absence during term time – exceptional reasons

Pupil Name: ..... Class: .....

Pupil's address: .....

Date of first day of absence ..... Date of return to school .....

Number of school days that your child will be absent from school .....

If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing Education.

Please detail the exceptional circumstance for which you are requesting leave of absence:

.....

.....

I understand that if the absence request is not authorised and a holiday is taken, the Head Teacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school, and this is a fine of £80 if paid within the first 21 days which increases to £160 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.

Please ensure you are giving at least 7 days' notice of the proposed absence, retrospective applications cannot be authorized.

Name of Parent/Carer making the application:

Dr/Mr/Mrs/Miss/Ms Forename: ..... Surname: .....

Address: .....

Signed: ..... Date: .....

For school to complete: **AUTHORISED / UNAUTHORISED** (please circle)

Signed: ..... Date: .....

Little Way Catholic Educational Trust

JUBILEE 2025 PILGRIMS OF HOPE

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Request for a leave of absence during term time – School Response

Must be sent to each parent/carer.

Dear: ..... Date: .....

Pupil Name: ..... Class: .....

Your request for absence on the following dates: ..... to .....

(totalling ..... days) has been considered and has been marked as:

AUTHORISED / UNAUTHORISED (please circle)

Your child's attendance is currently: .....

The request does / does not (circle) meet the criteria for 'exceptional circumstances'.

Please note: An unauthorised absence may be notified to the Local Authority and a Penalty Notice may be issued without further warning.

Signed: ..... (Headteacher) Date: .....