



St. Gregory's Catholic Primary School

'Together, in Jesus, we Love, Learn, Create and Celebrate!'

Headteacher: Mr Joseph Perree

Sandy Lane, Lydiate. L31 2LB

Telephone: (0151) 526 5856

Email: admin.stgregorys@schools.sefton.gov.uk

Website: www.stgregorysprimary.co.uk

A new National Framework for Penalty Notices for school absence, including unauthorised holiday absence, has been introduced following changes to the law. These new Government regulations came into effect from 19 August 2024, and Sefton Local Authority has issued policies for Sefton schools to implement.

Application Form for Leave of Absence from School during Term Time.

Dear Headteacher,

I would like to request permission for leave of absence for my child, a pupil registered at your school, for the reasons detailed below. *(Please note that further information can be attached if required.)*

Pupil's full name	
Pupil's Date of Birth	
Year Group	
Class / Registration	
Pupil's full address and postcode	

First date of absence	
Last date of absence	
Date of return to school	
Number of school days absent	

Please be aware, as per our school's attendance policy and the Sefton published Code of Conduct relating to school attendance, that the law requires parents to seek permission from the head teacher to take their child out of school during term time. The law states permission can only be granted if:

1. An application has been made in advance by the parent the child normally lives with;
and
2. There are exceptional circumstances.

Please also note that, if on the rare occasion circumstances are deemed exceptional by the head teacher, the duration your child is permitted to be away from school may only be determined by the head teacher.

Reason for request including why you believe your circumstances to be exceptional
(Further details may be attached to this form)

--

If you have a child/ren at another school/s, please detail their name/s and which school/s they attend below

Pupil's name, name of school and school telephone number:

Full name of person making request (note requests must be made by a parent who the pupil normally lives with)

Relationship to child

Full address and postcode (if different from child's above)

Signature

Date

Application Form for Leave of Absence from School during Term Time.

School Response

Dear

Copy also sent to

Re: Application for Leave of Absence from School during term time

Date of response from school

Date application received by school

Pupil's full name

Pupil's Date of Birth

Year Group, Class / Registration

Pupil's full address and postcode

Pupil's percentage attendance year to date

Number of sessions absent this academic year (total)

Number of which are authorised

Number of which are unauthorised

Has this pupil had any previously recorded unauthorised leave of absence?

Was a Penalty Notice Fine requested as a result?

Are you aware of <u>any</u> Penalty Notice Fines that the parent or parents may have previously received for this pupil and/or a sibling/child for whom they hold parental/day to day care and responsibility?	
--	--

School response to parent/s request for leave of absence

Number of requested sessions authorised	
Number of requested sessions unauthorised	
Date pupil required to return to school	

Headteacher Signature	
Headteacher Name	
Date	