 **Holy Family Catholic School**

 **WITHDRAWAL FROM LEARNING REQUEST IN TERM TIME**

Parents may not take their children out of school for any reason. Term time leave is only allowed in exceptional circumstances communicated in advance with **evidence** provided as soon as possible to the Headteacher. If parents do take their children out of school during term time without authorisation, the absence will be recorded as unauthorised and a system of fines will apply. The Local Authority may fine each parent **£80** per child per parent if paid within **21** days but increasing to **£160** per parent per child if paid within **28** days for a child’s unauthorised absence from school. If this request is for a second absence within 3 years of the first request the fine will be **£160** per parent per child. For third offences within three years the case will be brought to court. I inform you of this in your best interest, as Slough Local Authority Attendance Service have adopted the Department of Education’s statutory guidance on unauthorised school absence.

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| **Child’s name** | **Year Group** | **Class Teacher** |
| **Date(s) of application for leave****From: To: Number of School Days required:** |
| **Reason for application for absence from school:** |
| **Parent/Carer Signature Date:** |
| **Authorised/not authorised****Signed (Headteacher)** |