



Holy Family Catholic School

REQUEST FOR PLANNED ABSENCE IN TERM TIME

Parents may not take their children out of school for any but the most exceptional reasons in order for absences to be authorised by the Headteacher. By 'exception' the direction from both Slough Local Authority and the Department for Education would include illness, death in the family and other such circumstances, at the discretion of the Headteacher on a case-by-case basis. If parents do take their children out of school during term time without authorisation, the absence is recorded as 'unauthorised' and a system of fines comes into play. The Local Authority may fine each parent £60 per child if paid within 21 days but increasing to £120 if paid within 28 days for a child's unauthorised absence from school. Failure to pay may lead to the parent being taken to court. I inform you of this in your best interest, as Slough and the DfE are now taking a very hard line on absence from school.

Child's name		Year Group	Class Teacher
Dates 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)	