



English Martyrs Catholic Primary School



Request for Time off during Term Time

Parents/carers are required to obtain permission from the Headteacher before removing their child from school in order to take any leave/holidays in term time. If parents chose to take their child out of school during term time then they may be issued with a Penalty Notice. From **August 2024**, the fine for unauthorised absences will be a minimum of **£80 if paid within 21 days, or £160 if paid within 28 days**. Previous offences will also be taken into account when fines are issued. For further details please refer to the School Attendance Policy which can be found on the school website: <https://www.englishmartyrs.co.uk/parents/attendance>

To request time off during term time for your child please complete this form and return to school at least **10 days prior** to the start of the leave.

PARENTS' SECTION (NB application must come from the parent with whom the child normally resides)

Surname of Child:		Forename of Child:	
Date of Birth:		Year Group:	
Surname of Parent/Carer:		Forename of Parent/Carer:	
Relationship to Child:		Names of siblings applying for leave also:	
Home Address:			
Postcode:		Telephone number:	
Please provide information regarding the exceptional circumstances supporting this application for leave:			
First day of absence:		Date due back in school:	
Name of Employer: (if you are stating work commitments as an exceptional reason for requesting leave evidence from employer will be required)		Telephone number:	
Parent/Carer signature:		Date:	

FOR OFFICE USE:

Date Application Received:		Pupils % Attendance:	
Headteachers Decision:	Unauthorised 'G' - no action Unauthorised 'G'- Penalty Charge Nursery Holiday - code 'X' Sporting Activity - 'P' authorised	Number of days leave requested:	
Unauthorised absence total in 10 week rolling period (fine to be issued for 10+ days)			
Both parents informed of decision:		Date parents informed of decision:	

PREVIOUS HOLIDAYS:

Holiday taken within the last 12 months? YES/NO	Holiday taken within the last 2 years? YES/NO	Holiday taken within the last 3 years? YES/NO
Dates of holiday:		
No of sessions missed:		
Code recorded:		
Fine requested: YES/NO	YES/NO	YES/NO

AUTHORISATION:

Headteacher's Signature:		Date:	
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Completed forms should be returned to the school office or the following email:

attendance@englishmartyrs.co.uk