



# ST. OSWALD'S CATHOLIC PRIMARY SCHOOL

Council Avenue, Ashton-In-Makerfield, Wigan, WN4 9AZ

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Telephone: 01942 724820 Fax: 01942 726874



Headteacher: Mrs J. Hassan

## HOLIDAY / LEAVE OF ABSENCE REQUEST FORM

Please complete and submit this form if you would like the Headteacher to consider your request for your child's leave of absence during term time. All circumstances for each individual request will be taken into account, including the student's current rate of attendance, and the nature of the absence/activity. All requests should be submitted at least two weeks before the first day of intended absence.

Please be aware that The Education (Pupil Registration) (England) (Amendment) Regulations 2013, states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

<b>Name of Student:</b>	<b>Class:</b>
I am applying for leave of absence for my child. from: _____ to: _____	Number of school days:
Reason for absence (please give details of 'special circumstances' that warrant permission being granted):     	
<b>Signed: (parent/Carer)</b>	<b>Date:</b>

Please return the form to the main office or email [enquiries@saintoswalds.wigan.sch.uk](mailto:enquiries@saintoswalds.wigan.sch.uk)

### FOR OFFICE USE ONLY

Student's current attendance level:		
Any previous term time absence requests?		Yes    No
Having considered your request carefully, my decision is that the leave of absence is:		
Approved		The absence will be recorded as authorised.
Not Approved		The absence will be recorded as unauthorised.
Explanatory notes:     		
Signed:	Mrs J Hassan Headteacher	Date:

### Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice.

Just to remind parents/carers that if they take their child out of school without authorisation for 5 or more days, they will be liable to receive penalty notices. Currently, the amount payable under a penalty notice is £60.00 payable within 21 days, rising to £120.00 if paid within 21- 28 days. If the penalty notice is not paid within 28 days, the Local Authority will consider a prosecution in the Magistrates Court. Please note that Penalty Notices are issued per parent/carer per child, so a family with 2 parents/carers and 2 children will receive 4 penalty notices.

"LOVE JESUS, LOVE LEARNING, LOVE EACH OTHER"