

# Ursuline Catholic Primary School

## REQUEST FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL

Due to recent changes to the Education (Pupil Registration) Regulations 2006, parents can now only request leave of absence for their child/children during term time for **exceptional circumstances**. Each request will be considered on an individual basis by the Head Teacher. If the leave of absence is not granted the child will receive an unauthorised mark for each session they are absent. If a pupil is absent from school for a minimum of 10 sessions (5 days) in one term and/or 18 sessions over two terms a Penalty Notice can be issued from the Local Authority. Please ensure a minimum of ten days' notice is given for consideration by the Head Teacher.

### Pupil Details:

Name:

DOB:

Class:

Dates of Requested Absence:

Reason for absence:

Please state if you have a child who attends Sacred Heart High School:

Name of child :

School Year :

Parent(s)/Carer(s) Name:

Signature:

Date of Request:

*I understand that if I keep my child off school for a longer period than that agreed by the Head Teacher this will be recorded as unauthorised absence.*

**The Head Teacher will only authorise leave for exceptional circumstances. The following are not considered to be exceptional circumstances:**

Day trips and holidays in term time

Confusion over term dates – school holiday dates are published well in advance and are available from the school office or on the school website