



ST JOSEPH'S COLLEGE

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME



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The headteacher will allow pupils to be absent from the school site for certain educational activities or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations.

These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activities during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website.

The headteacher may require evidence to support any request for leave of absence.

I have read the above information and wish to apply for Leave of Absence for:

Child's Full Name	Date of Birth	Year/Form Group

Parent/Carer Details (please list all parents)

First Name		Surname	
Date of Birth		Relationship to Child	
Address & Postcode			
Telephone Number			
First Name		Surname	
Date of Birth		Relationship to Child	
Address & Postcode			
Telephone Number			

Siblings: Please provide the name of any siblings and the school that they attend

Child's Full Name	Date of Birth	School

PTO

Details of the Absence (please provide the dates below)

First Day of Absence		Last Day of Absence	
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Total Number of Days Absent		Expected Date of Return to School	
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Please detail and attach all evidence that you have to support your request

Please read the following statement and sign to indicate that you understand

I would like to request the above absence. I understand the school strongly advises against taking unnecessary absence during term time and accept this may have a detrimental impact on my child/children's progress. I understand that a penalty notice may be issued if this request is denied and my child is absent during this period. I understand I must provide evidence to support the request, including any booking confirmation etc.

Parent Signed		Full Name		Date	
Parent Signed		Full Name		Date	

To be completed by the school

Date Request Received by School		Total Days Requested	
Child's Name	Current Attendance %	Authorised or Declined	
Reason for School's Decision			
Fixed Penalty Notice to be Issued			
Headteacher Signed		Date	