

# HOLY ROSARY CATHOLIC PRIMARY SCHOOL

Alexandra Road, Burton-upon-Trent, Staffordshire, DE15 0JE  
Tel: 01283 562686 [www.holyrosary.org.uk](http://www.holyrosary.org.uk)  
Acting Headteacher: Mr T Brogan

Dear Parent/Carer

## LEAVE OF ABSENCE

I understand that you wish to apply for leave of absence from school for your child. Before you do so, I need to remind you of the laws on leave during term time and to dissuade you, especially if it relates to a holiday. As from 1<sup>st</sup> September 2013, "the regulations make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted". For further information on the changes to these regulations please refer to: [www.gov.uk/government/publications/school-attendance](http://www.gov.uk/government/publications/school-attendance)

This means that **no holidays can be taken during term time**. If you take your child on holiday it will be unauthorised from day one. After 20 consecutive days of unauthorised absence your child will be removed from the register and lose their place at the school. This is Government legislation which the school has to comply with. Due to this alteration to the law, if you take unauthorised leave you could face a fixed penalty notice whereby you will be fined. All parents/carers who have an active role in overseeing the education of the child/children could be subject to this Penalty Notice.

Please consider this carefully before completing the form below. Leave of absence is not an entitlement and is only allowed in exceptional circumstances.

Mr T Brogan  
Acting Headteacher

✂-----

### Leave of Absence

I have read your advice and understand that a Penalty Notice could be issued, but would still like to apply for leave of absence for my child/children .....

in class/classes ..... from ..... to .....

For the following exceptional reason (please explain): .....

.....

.....

Signed (Parent/Carer): ..... Date: .....

Parent's Name and Address (Print) : .....

**Please return this form to the school office as soon as possible. A decision will then be taken as to whether the absence is recorded as authorised or unauthorised.**

