



### Leave of Absence Request

If you consider an absence during term time to be an exceptional circumstance, Please complete this form and return it to [attendance@st-pauls.leicester.sch.uk](mailto:attendance@st-pauls.leicester.sch.uk) at least 14 days before the date you wish to remove your child from school. You will be notified of the school's decision via email.

<b>Student Name:</b>	<b>Year/Tutor Group:</b>
<b>Address:</b>	
<b>Postcode:</b>	
<b>Parent/Carer Name:</b>	<b>Contact telephone number &amp; email address:</b>

<b>First day of Absence</b>	<b>Date of return to school:</b>	<b>Total number of missed days:</b>
<b>Reason for absence (please give details of the exceptional circumstance):</b>		

I understand that if the absence request is unauthorised the Educational Welfare Service may be notified of the absence and a Penalty Notice may be issued. I understand that a Penalty Notice is issued to each Parent/Carer of each child taken out of school and that this carries a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days.

I understand that if I do not pay the fine, it may result in legal action being taken against me. **Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.**

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_