



ST PAUL'S CATHOLIC SCHOOL & SIXTH FORM

Leave of Absence Request

If you wish for us to consider authorising your child's absence during term time, please complete this form and return it to reception or 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 decision via email.

Student Name:		Year/Tutor Group:
Address:		
Postcode:		
	Parent/Carer Name:	Contact telephone Number and Email:

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

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. For unauthorised absence from August 2024, Penalty Notices will increase to £160 per parent per child (discounted to £80 if paid within 21 days). If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3 year period, it will be issued at the higher rate of £160 per parent per child, with no opportunity to pay at the lower level. A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the rolling 3 year period and it is highly likely that the local authority will take direct prosecution action in the Magistrates' Court which can result in you receiving a criminal conviction. Please also be aware that any cases of extended periods of unauthorised absence, linked to holidays or trips away, are highly likely to result in prosecution action by the local authority.

Signed: _____ Print Name: _____ Date: _____