



Holy Family Catholic Primary School

Amberley Road, Patchway, Bristol, BS34 6BY

Email: admin@holyfamilyprimary.co.uk | Telephone: 01454 866 786 | Headteacher: Mr W Harding
www.holyfamilyprimary.co.uk

APPLICATION FOR A LEAVE OF ABSENCE

This form must be completed at least six weeks prior to the period of absence

I request that (name of child) in
class be granted leave of absence from Holy Family School

First day of leave from school :

Date **returning** to school:

Number of school days that will be missed

Reason:

.....
.....

Service family: Yes/No (delete as applicable)

I understand that the local authority will issue a penalty notice if a parent/carer takes a pupil out of school during term time for more than 10 sessions (5 days) of unauthorised reasons.

..... signature of parent/carer Date

..... W Harding, Headteacher Date

..... days authorised code

..... days unauthorised code

If the leave of absence is unauthorised, there could be an automatic referral and a penalty notice could be issued. South Gloucestershire Council can give each parent a fine of £80, which rises to £160 each if you do not pay within 21 days. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school