



# St Mary's Catholic Infant Academy St Mary's Catholic Junior Academy



*"I can do all things through Christ who strengthens me"*  
*Philippians 4:13*

Respect

Compassion

Resilience

## Application for Leave of Absence during term time

From 19<sup>th</sup> August 2024, there has been a change to the Fixed Penalty Notice (FPN -fines) procedure. School can only grant a leave of absence in EXCEPTIONAL circumstances. Parents applying to remove their child from school during term time must give advance notice and should provide evidence to support the application.

Parents may submit any appropriate evidence to support the exceptional circumstances outlined below. The school will then consider authorising or unauthorising the absence.

Please be advised that if you decide to take a leave of absence without prior authorisation from school and the unauthorised absence meets the penalty notice criteria (10 sessions of unauthorised absence within a 10-week rolling period) then school will request a Fixed Penalty Notice to be issued by the Local Authority. Please note that separate Penalty Notices are issued to each parent of each child.

If your child/children have 10 sessions (5 days) of unauthorised absence (including holidays during term time) within a 10 week rolling period, you are likely to be issued with a FPN of £80 to each parent of each child (if paid within 21 days).

If there is a second offence within three years, you are likely to be issued with a second Fixed Penalty Notice of £160 to each parent of each child (payable with 21 days).

If there is a third offence within 3 years, a penalty notice will not be issued and instead legal proceedings may be instigated.

Further information on the law regarding Leave of Absence during Term Time and Fixed Penalty Notices for unauthorised school absence can be found at GOV.UK.

If you still wish to put in your application for Leave of Absence during term time, please complete the form below and return to the school office at least two weeks prior to the first date of the requested absence.

Executive Headteacher – Mrs S Birchall

Head of School – Infants - Mrs K Grange | Head of School – Juniors – Miss A Mowatt

Infant School  
Victoria Road  
Newton-Le-Willows  
WA12 9RX  
01744 678357  
info@smi.allsaintsmat.org

[www.federationofstmarys.co.uk](http://www.federationofstmarys.co.uk)



@fedstmarys



Junior School  
Barn Way  
Newton-Le-Willows  
WA12 9QQ  
01744 678603  
info@smj.allsaintsmat.org



## Application for Leave of Absence during term time

Name of pupil (s)	Year group

Name of parents/carers	
1	Relationship:
2	Relationship:
Address (if different from address of child):	
Telephone number:	

Dates of leave of absence	
From:	To:
Total number of days:	

Please list your reasons, including any exceptional circumstances for removing your child/children from school during term time. Please attach any appropriate evidence to support your application.
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I understand that the absences applied for may be recorded as unauthorised absences on my child/children's attendance record and that if I go ahead with an unauthorised absence, I may be issued with one or more Fixed Penalty Notices.

Signed.....

Date.....