

St. Aidan's Catholic Primary School

Holmes House Ave, Winstanley, Wigan WN3 6EE

Tel. 01942 223544

Headteacher: Mrs. J M Farrimond B.A. (Hons) N.P.Q.E.L



HOLIDAY / LEAVE OF ABSENCE REQUEST FORM

Child's Name: _____ Date of Birth: _____

Class/Teacher: _____

First date of requested absence: _____ Return to school date: _____

Reason for absence (Please give details of the 'exceptional circumstances' that warrant permission being granted):

I understand that if this absence is recorded as **unauthorised**, this may result in an Education Penalty Notice being issued.

Parent/Guardian Name:

Signature:Date of Request.....

A request for absence **MUST** be made at least a minimum of four weeks before the trip.

As per DFE guidelines, unauthorised absences of 5 school days or more may result in an Education Penalty notice if the absence meets the following criteria:

10 unauthorised sessions i.e. 5 school days in a rolling 10 week period. The fine is £80 per parent per child if paid within 21 days, increasing to £160 **per parent per child** if paid between 21 and 28 days. If one or both parents fail to pay the penalty notice in full, then you may be prosecuted. The school also reserves the right to remove your child from the roll of the school in certain circumstances. Where this happens, please be aware that it may not always be possible to re-admit your child to the school.

If a second penalty fine is issued to the same parent for the same child within a 3-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80. If a parent then commits a third offence in a 3-year rolling period, the local authority will need to consider other enforcement options available to them.

Please ensure this form is completed at least 1 month prior to requesting leave. Completing this form does not mean your request has been approved.

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Please note that pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. Being in school is important to your child's achievement, wellbeing, and wider development. Evidence shows that pupils with the highest attendance throughout their time in school are more likely to meet or exceed the expected academic standards. The Local Authority expects that all parents/carers ensure their children attend school whenever possible.

DECISION

Authorised / Unauthorised

Headteacher _____ Date _____