A logo for a charity

Description automatically generated

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child’s educational progress. St Thomas More Catholic Voluntary Academy expects all parents/carers to ensure that their children attend school whenever possible. Absences due to holidays taken during term time can seriously impact on a pupil’s academic attainment. In line with government guidelines **School Attendance (Pupil Registration) (England) Regulations 2024.** St Thomas More Catholic Voluntary Academy will only agree to children missing education for a family holiday due to exceptional circumstances, at the discretion of the Headteacher.

**Term Time Leave of Absence Request Form**

St Thomas More Catholic Voluntary Academy Attendance Policy allows for a maximum of 5 days leave of absence only in very exceptional circumstances. **Parents/carers who take their children on unauthorised holidays or who fail to return their child on the agreed date could receive a Penalty Notice Fine of £160.00 (per parent/carer per child) paid within 28 days, reduced to £80.00 (per parent/ carer per child) if paid within 21 days, issued by Derbyshire County Council.**

If you wish to apply for your child to be absent from school, please complete this form and return it to Miss Brocklesby in reception or email to [attendance@stm.srscmat.co.uk](mailto:attendance@stm.srscmat.co.uk) **A minimum of a month’s notice should be given for all leave of absence requests.**

**Student Details**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name*** |  | ***Form*** |  |

**I request permission for my child to be absent from school:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***First Day of Absence*** |  | ***Date of Return*** |  | ***Total Number of School Days*** |  |

**Reason for the request**

Pleasetick the relevant box below and provide specific details in the box on page 2.

|  |  |
| --- | --- |
| **Reason for the absence** | **Tick as applicable** |
| Wedding of immediate family member |  |
| Funeral of immediate family member |  |
| Graduation of immediate family member |  |
| Religious Observation |  |
| Illness/ medical related (a letter from your GP or proof of appointment should accompany this request) |  |
| Pupils participating in elite sporting events (e.g., representing county, regional, national teams – evidence required) |  |
| Absence on Pupil Local Authority Licence for approved activities (e.g., pantomimes – evidence required) |  |
| University Open Day/ Interview (evidence required) |  |
| Other (e.g. embassy visits for passport renewal, etc. – evidence required) |  |

**Additional information relevant to your request**

**Details of any other siblings at other schools**

**Parent/Carer Declaration**

* I have read and understood the above information on term-time holidays, unauthorised absences and penalty notices.
* I have attached required evidence to support my Leave of Absence request
* I declare that the reason given for the requested leave of absence for my child is true.

|  |  |
| --- | --- |
| ***Signed*** | ***Date*** |

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**For school use only**

* The original signed and completed form to be retained with pupil’s records in admin.
* A copy to be posted to the parent/carer to confirm authorisation or refusal **before the intended leave of absence.**
* If leave is refused a letter will be sent to the family warning them that the school will ask the local authority to consider a fine being issued to parents/carers.

|  |  |  |  |
| --- | --- | --- | --- |
| **Absence to be recorded as follows:** | | | |
| ***Authorised Days*** |  | ***Unauthorised Days*** |  |
| ***Register Code*** |  | ***Register Code*** |  |
| **Miss A Pimblett (Assistant Headteacher)**  ***Signature:***  ***Date:*** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **For administration use only:** | | | |
| ***No. of Unauthorised Absences to Date*** |  | ***Current Attendance %*** |  |
|  | | | |
| ***Date Received in Admin*** |  | | |
| ***Date Notification Sent to Parent/ Carer*** |  | | |
| ***Method of Notification Used*** |  | | |