



# St. Joseph's Catholic Primary School

115 St. Mary's Lane, Upminster, Essex RM14 2QB

Head Teacher  
Mr Michael Ross

Telephone: 01708 220277  
email: [office@st-josephs.havering.sch.uk](mailto:office@st-josephs.havering.sch.uk)  
Website: [www.st-josephs-upminster.net/](http://www.st-josephs-upminster.net/)

## REQUEST FOR LEAVE IN TERM TIME

The DfE and Local Authority have made it clear that we are no longer able to grant any leave of absence during term time unless there are exceptional circumstances. The school **will consider each request for leave of absence carefully and individually** to determine its authorisation, but please remember leave is not an entitlement.

Requests should be made by the parent/carer and forwarded to the Headteacher at least 28 days before the period of absence.

Any unauthorised periods of absence may result in a penalty notice of £60 **per parent** (which will increase to £120 per parent if not paid within 21 days) being issued by the Local Authority.

Child's name: ..... Class: .....

Date of leave: from ..... to .....

Number of school days absent.....

Please give reason for requesting leave of absence during term time:

.....  
.....  
.....

Signed (Parent/Carer): ..... Date: .....

Please complete this form and email to [office@st-josephs.havering.sch.uk](mailto:office@st-josephs.havering.sch.uk) quoting 'REQUEST FOR LEAVE' in the subject line. You will receive a response, signed by Mr Ross which must be retained for your records.

### OFFICE USE ONLY

Level of attendance to date:            %

Number of school days granted by the Head Teacher as authorised .....

Number of days when leave of absence is **not** authorised .....

Signed: ..... Head Teacher    Date: .....