



# St. Joseph's Catholic Primary School

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

Headteacher  
Mr Michael Ross  
Deputy Headteacher  
Mrs Lauren Shepherd

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## REQUEST FOR LEAVE IN TERM TIME

Guidance from the DfE and Local Authority make clear that we are not 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.

Parents/Carers have a legal obligation to ensure their child/children attends school regularly and arrives on time for their lessons. All schools must follow the national guidance in regards to unauthorised absences. If you take your child out of school without authorisation from the Headteacher for a leave of absence (for a holiday or other reason) in term time you could be liable for a fine even if your child's attendance is not otherwise causing concern for the school. Please check the guidance related to sanctions in the policy on the school website. Where possible, all requests should be forwarded to the Headteacher at least 28 days before the period of absence.

Any unauthorised periods of absence may result in a penalty notice being issued by the Local Authority, through the school. The first penalty notice is **£80 per parent** (which will increase **to £160 per parent** if not paid within 21 days). Details of further sanctions are in the Attendance Policy. Please note that any notices issued are paid directly to the Local Authority.

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

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

Number of school days absent.....

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

.....  
.....

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

**Please complete this form and email to [attendance@st-josephs.havering.sch.uk](mailto:attendance@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: ..... Headteacher Date: .....