

Archdiocese of Southwark
London Borough of Lewisham

St. Augustine's Catholic Primary School

Dunfield Road, London, SE6 3RD – Tel: 020 8698 6083 – Fax: 020 8461 2131

Email: admin@staugustines.lewisham.sch.uk - Website: www.staugustines.lewisham.sch.uk

Headteacher: Mrs H. Jarvis

Deputy Headteacher: Miss A. Maat

School Business Manager: Mrs J. Santarossa

APPLICATION FOR PUPIL LEAVE OF ABSENCE UNDER EXCEPTIONAL CIRCUMSTANCES

This form needs to be completed and returned to the Headteacher **at least two weeks** before the first day of planned absence.

Child's Name: Class:

First day of Absence: Return to School Date:

Please explain **the exceptional circumstances** as to why time is needed out of School during term time.

Headteachers may not grant any leave of absence during term, unless there are exceptional circumstances. The Educational Welfare Officer has the powers to issue penalty notices (fines) to a parent who fails to ensure their child's regular attendance at school. These fines are presently set at £60.00 per child if paid within 21 days, £120.00 within 28 days

Signed Date:
(Parent/Guardian)

Please be aware that circumstances have to be fully explained and exceptional.