

# St. Augustine's Catholic Primary School

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Executive Headteacher: Miss M. Collins

Head of School: Mrs D. Duffus

Assistant Headteacher: Ms L. Scheuermann

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*

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Signed .....  
(Parent/Guardian)

Date: .....

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