



St Bernadette Catholic Secondary School

Headteacher Mrs B A McLaughlin

Fossedale Avenue, Whitchurch, Bristol BS14 9LS
Telephone 0117 377 2050 Fax 0117 377 2054

www.stberns.bristol.sch.uk
info@stberns.bristol.sch.uk

Leave of Absence Request

Parents/Carers are required to obtain the permission of St Bernadette Catholic Secondary School before removing their child from School for any period of time during School term time.

In order to make a request for a term-time absence, you must have Parental Responsibility for the child concerned.

Please be aware that St Bernadette Catholic Secondary School will not grant any Leave of Absence in term time except if it is due to **exceptional circumstances**. By exceptional we mean rare, significant, **unavoidable** and short. By unavoidable, we mean an event that could not reasonably be arranged at another time.

We will **not** normally consider any of the reasons below as exceptional circumstances and any requests for a Leave of Absence for these reasons will not normally be authorised. Absences for these reasons will usually result in Penalty Notices being issued to parents/carers:

- Family holiday or holiday to visit relatives
- Cheaper cost of a holiday / flights / accommodation during term-time than during the school holidays
- A holiday being booked by or paid for by someone else as a gift
- Attending a wedding (including if that wedding is taking place abroad) unless it is the wedding of the child's parent/carer.

Please note that this list is not exhaustive.

The School will assess each request on an individual basis, considering the impact that missing school will have on the child's education, their previous record of attendance and any exceptional circumstances of which we are made aware. This can include (but is not limited to) the bereavement of a close family member, the needs of the families of service personnel, the wedding of a parent, or the need for time together to recover from trauma or crisis. The School will determine the number of days a child can be away from school if the request is granted.

If an absence request is granted, it will be recorded as 'authorised absence'. If a parent/carer takes their child out of school without permission this will count as an 'unauthorised absence'. Penalty Notices will be issued to parents of children with 8 or more sessions (4 days) unauthorised absence. Penalty Notices are issued to each parent of each child. The amount is £60 per parent, per child if paid within 21 days of the notice being issued by Bristol City Council. This amount will



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rise to £120 if paid between 22 and 28 days. If the Penalty Notice is not paid, the parent may be prosecuted for the offence of failing to ensure their child's regular attendance at school.

The application for a leave of absence for your child must be made **in advance** using the form attached to this letter. If you require additional space, please continue on a separate piece of paper. Please outline the reason for the requested absence and ensure that you detail any exceptional circumstances you wish us to consider. **Please return this form to the school office no less than 10 school days before the absence is due to start.** Upon receipt of a request we will make a decision whether to authorise the absence. You will receive a response in writing confirming our decision and details of any Penalty Notice that may be issued to you.

Any absence will result in lost learning and the risk of underachievement. We are sure you will support the School in maximising your child's attendance, giving them the best opportunity for future success. Term times are for education, and children and families have 175 days off school to spend time together, including weekends and school holidays.



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Leave of Absence Request Form

By signing this request I have read and understood the information provided on the attached sheet, noting that a Penalty Notice may be issued and that this absence may impact on my child's achievement.

I request that you authorise a Leave of Absence from School for my child.

Student Name*		Tutor	
Current Address (inc Postcode):			
Your Current Address (if different from your child's address):			

*If you are requesting a Leave of Absence for more than one child, please complete a separate form for each one.

Dates (inclusive)	From		To	
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Reason for the Leave of Absence Request, including full details of any exceptional circumstances (Please explain why the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you require additional space please continue on a separate piece of paper)

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(N.B. application must come from the parent with whom the child normally resides)

Signature of Parent/Carer			
Name of Parent/Carer (please print clearly)		Date of request	



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School Use Only

Attendance Officer

Date Application Received		Current Attendance	
No. of days absence so far this year		Attendance last academic year	
Comments			

Absence Authorised	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Date letter to Parent/Carer confirming decision			
Letter Sent		Post <input type="checkbox"/>	Hand-delivered <input type="checkbox"/>
SIMS Updated		Attendance Code	

Referral to Headteacher for Exceptional Circumstances

Absence Authorised by Headteacher	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Comments from Attendance Officer (include reasons why request is considered to be exceptional circumstances):			
Signed		Dated	