



St Joseph's Catholic Primary School  
Diocese of Clifton

Inspiring everyone to REACH through  
Faith, Hope, and Love



With St Therese as our guide we do little things with much love to make a big difference for everyone.

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Website: [www.st-josephs-nympsfield.com](http://www.st-josephs-nympsfield.com)

Headteacher: Mrs Clare Howells

## Request for a leave of absence during term time

Pupil Name

Class

Pupil's address

Date of first day of absence

Date of return to school

Number of school days that your child will be absent from school

*If the pupil fails to return within 10 school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing in Education.*

Please detail the exceptional circumstances for which you are requesting leave of absence

*I understand that if the absence request is not authorised and the holiday is taken the Headteacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £160 (reduced to £80 if paid within 21 days for the first offence). If a parent receives a second penalty notice within a rolling three-year period, the fine is £160 and there is no option to pay the fine at a reduced rate. I understand that if I do not pay this it may result in legal action.*

Name(s) of Parent/Carer(s) making the application

Dr/Mr/Mrs/Miss/Ms

Forename

Surname

Address

Signed

Dated

Dr/Mr/Mrs/Miss/Ms

Forename

Surname

Address

Signed

Dated

**(Please ensure you are giving at least 7 days' notice of the proposed absence, retrospective applications cannot be authorised)**

**For school to complete and copy retained: AUTHORISED                      UNAUTHORISED (please circle)**

G:\Winword\Attendance figures\Appendix 1 form for leave of absence during term time