

ST. FRANCIS CATHOLIC PRIMARY SCHOOL

Dalby Road
Melton Mowbray
Leicestershire
LE13 0BP
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Email: school.office@st-francis.leics.sch.uk

Headteacher: Mrs Gosia Brown



APPLICATION FOR A FORESEEN ABSENCE

From August 2024, the Working Together to Improve School Attendance document replaces all previous guidance. Attendance is the essential foundation to positive outcomes for all pupils and only exceptional circumstances warrant granting a leave of absence. An absence will not be granted unless it has been applied for in advance. Failure to ensure your child's regular attendance at school is an offence under Section 444 of the Education Act 1996.

If the headteacher has not authorised the absence, then the Local Authority may take legal proceedings against you. This may result in:

- A Penalty Notice requiring payment of a penalty of up to £160 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Please note that you may not be issued with Penalty Notice as the Local Authority may decide that it is appropriate to prosecute you without first offering an alternative.

Please complete this form so that your child's absence can be considered for authorisation

Name of Child:
Date(s) of Absence:
Name of Class Teacher:

Reason for Absence (please tick)			Further Details	Appt. Attached	Email, text, letter seen by:
Doctors	Dentist	Optician			

Other reason:

I would like to apply for my child's absence from school to be authorised.

Parent's signature: _____ Date: _____

For school use:
Authorised / Unauthorised by: _____ Date: _____



Foreseen Absence Application Reply

Your request to take: _____ out of school during term time has on this occasion been **authorised / unauthorised**. If you would like to discuss this further, please contact the school office.

Signed: _____ Class Teacher: _____