Archdiocese of Birmingham
St Patrick and St Edmund's Catholic Primary School
Head of School: Mrs Lauren Breslin
Executive Headteacher: Miss Katherine Marston
KS2: Dudley Road, Winson Green, Birmingham B18 7QW
EYFS & KS1: Rosebery Street, Springhill, Birmingham B18 7PA
Telephone: 0121 247 3947 • attendance@stpatandsted.bham.sch.uk
Live together, pray together, learn together and grow together in Christ

EXCEPTIONAL CIRCUMSTANCES – PUPIL LEAVE OF ABSENCE REQUEST

To be completed by a parent or carer the child normally lives with.

Please hand this form in at least **10 school days** before the leave: at the school office, or by email to attendance@stpatandsted.bham.sch.uk

Please read before you apply

- Leave in term time is only given in exceptional circumstances. Holidays are not exceptional circumstances.
- The headteacher looks at every request on its own facts. If leave is given, the headteacher decides how many days.
- We cannot agree leave after it has been taken. Please wait for our decision before you book travel.
- We may ask for evidence (for example, a letter or a booking date) and we may invite you to a meeting.
- Religious festival days: you do not need this form. Please tell the school in advance.
- If you need help to read or fill in this form, please ask the school office.

1. Child's details

Child's full name	Date of birth	Class
	/ /	
	/ /	
	/ /	

I/We ask for permission for the child/children above to be absent from school during term time.

2. Your request

Reason for the request	
Evidence attached?	☐ Yes – what: ..... ☐ No
Dates	First day absent: / / Last day absent: / /
Return and length	Back in school on: / / Number of school days:
Address while away (include country)	
Contact person while away (name and phone)	

3. What you agree to

☐ **My child/children normally live with me.**

If leave is agreed, I/we will:

- give the school a copy of the return travel documents, if travelling abroad;
- give the school the name and phone number of a contact person while we are away;
- sign a home–school agreement for the leave, if the school asks;
- make sure my child is back in school on the agreed date.

If leave is not agreed, or my child is away for longer than agreed, I/we understand that:

- the absence will be recorded as unauthorised;

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- Birmingham City Council may issue a penalty notice to **each parent, for each child**, if the child misses 5 school days (10 sessions) or more. The first penalty notice is **£80 if paid within 21 days, or £160 if paid within 28 days**. A second penalty notice within 3 years is **£160**;
- if a penalty notice is not paid, the case may go to court. For a third offence within 3 years, or a very long absence, the council may take the case straight to court without a penalty notice;
- a court can fine **up to £1,000 per parent, for each child**, and you may get a criminal record;
- if my child does not come back on the agreed date and the school cannot contact me, the school must make enquiries and tell Birmingham City Council (Children Missing Education). In some cases, this can lead to my child's name being removed from the school roll.

4. Parent/carer details and signatures

Each parent/carer who will take the child out of school should complete a column.

	Parent/carer 1	**Parent/carer 2**
Full name		
Relationship to child		
Date of birth	/ /	/ /
Address		
Phone and email		
Does the child normally live with you?	☐ Yes ☐ No	☐ Yes ☐ No
Signature		
Date	/ /	/ /

School staff must not add to or change this form after it has been handed in.

How we use your information

We use the information on this form to decide your request and to keep attendance records, as the law requires. We may share it with Birmingham City Council where the law requires or allows this, including for action about school attendance. Our privacy notice for parents and carers explains how we use and protect your information.

For school use only

Date received / received by	/ / Initials:
Meeting with parent/carer	☐ Not needed ☐ Held on / /
Decision	☐ Agreed in full ☐ Agreed in part ☐ Not agreed
Days authorised (if any)	Number: From / / To / /
Reason for decision	
Register code	☐ C (authorised leave) ☐ G (unauthorised leave)
Letter sent to each parent	☐ LoAA (agreed) ☐ LD1 (denied) Date sent: / /
Home–school agreement signed	☐ Yes ☐ No ☐ Not applicable
Bromcom updated	Date: / / Initials:
Head of School signature (not p.p.)	Date: / /

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