



St Mary's Catholic Primary School

Educate Protect Love Serve



Barn Lane, Bodmin, Cornwall, PL31 1LW

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Headteacher: Mrs Alison McDonald

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SCHOOL APPLICATION OF LEAVE FORM

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Attendance Office at least 15 school days before the date you wish to remove your child from school.

Student Name: _____ DOB: _____ Tutor Group: _____

Home Address: _____

Post Code: _____

Name of Parent/Carer completing this form: _____

First day of absence: _____ Date of return to school: _____

If leaving your home address before the first day of absence, please provide the date on which you will leave _____

Total number of days missed: _____ days Reason for absence: _____

*I understand that if the absence request is unauthorised the school may request that Cornwall Council issue a Penalty Notice. I understand that a Penalty Notice is issued to each liable parent/carer of each child taken out of school and that this carries a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days. I understand that if I do not pay the fine, it may result in legal action being taken against me. I understand that **parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) and Section 444(1A) of the Education Act 1996.***

Signed Dated

(Please ensure you give at least 15 school days' notice of the proposed absence)

