



Guided by Jesus' love and example, we use
our gifts to grow, pray and learn as a
community; united in faith.



**St Ralph
Sherwin**
Catholic Multi Academy Trust



DERBY CITY COUNCIL

APPLICATION FOR LEAVE OF ABSENCE

Important Information For Parents/Carers

A new National Framework for Penalty Notices is being introduced. The regulations will come into effect from the 19th of August 2024. The aim is to improve consistency in the use of penalty notices across England. An increase to the rate of a penalty notice from £120 to £160 if paid within 28 days and £80 to £80 if paid within 21 days. If a second penalty notice is issued to the same parent for the same child within a rolling 3-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.

The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

I wish to apply for leave of absence from school to be granted to:

Name of child: Class/ Form Group:

Dates of proposed absence: From: To:

Reason for Proposed Exceptional Circumstances

.....
.....
.....

Total days requested:

Parent(s) full Name(s) Date of Birth

..... Date of Birth

Address:

Signature of Parent/Carer..... Date of request

Signature of Parent/Carer..... Date of request

Consequences for parents taking children on Leave of Absence during term time which are NOT authorised by the school **MAY result in a Penalty Notice of £160 *per parent per child* being issued by the Local Authority**



St John Fisher Catholic Voluntary Academy
Alvaston Street, Alvaston,
Derby, DE24 0PA
Email: admin@djf.srscmat.co.uk Tel: 01332 572154
Company Number 7937154
Leadership Team: Mrs Snowdon-Poole, Miss Lewis, Mrs Campbell,
Mrs Guidon, Mrs Draycott



**DIOCESE OF
NOTTINGHAM**



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For School Use Only

Attendance %

Interview Offered to Parent/Carer?

Yes/No

Date:

Authorised? Yes/No

Head Teacher

Date:

Parent informed by letter?

Yes/No

Date: