



ST OSWALD'S CATHOLIC PRIMARY SCHOOL

TERM TIME ABSENCE APPLICATION FORM

Child's Name _____ Class _____

Dates of Absence From _____ To _____

Total number of school days that will be missed _____

Dear Mrs Orwin

I request permission for the above child to take term time absence during the above period.

This is the last resort and unavoidable for the following reason (s).

Yours sincerely _____ Parent/Guardian

AUTHORISED	NOT AUTHORISED
Headteacher:	Headteacher:
Date:	Date:
Please see attached letter	Please see attached letter

Please note that if the absence is not authorised by the school a referral will be sent to the Attendance Team for their consideration. If you take leave of absence on the above dates, a Penalty Notice fine may be issued to you by Warrington Borough Council on your return.

The current penalty is £80 per parent, per child if paid within 21 days. This amount increases to £160 per parent per child if payment is made between 22 and 28 days.

Please note that there is **no** right of appeal for this notice. Failure to pay within the specified time may result in the matter being referred to the Magistrates Court, where higher fines could be imposed, and you could receive a criminal record.