

**APPLICATION DECISION ON CHILD'S LEAVE OF ABSENCE FROM
SCHOOL DURING TERM TIME**
Our Lady of Lourdes CMAT

Pupil's Name:	Year Group:	Home Address:			
You applied for your child to be absent from school during the following dates:					
First Day of Absence:		Date of Return to School:		Total days applied for:	
The reason you gave for the application for leave of absence during term time:					
The decision in response to your application:					
The leave is considered to be Authorised:		The leave is be considered to be Unauthorised:			
<p>This application for leave was considered using the Trust's Attendance Policy and guidance for leave of absence requests. The application was reviewed by the Headteacher.</p> <p>If you wish to discuss this decision further, please contact St Bede's school office or Education Inclusion Service.</p>					
Signed on behalf St Bede's Catholic Voluntary Academy part of the Our Lady of Lourdes CMAT,					

Penalty Notices are set at £60.00 if paid within 21 days rising to £120 if paid after 21 days but within 28 days. Penalty Notices are per parent, per child. Failure to pay will result in prosecution under Section 444, Education Act 1996.