

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

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

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.