**WOODLAND GRANGE PRIMARY SCHOOL**

Leave of Absence Request Form

|  |  |
| --- | --- |
| **Name of Pupil:** | **Class:** |
| **Date of Absence: From:** | **To:** | **Number of Days:**  |
| **Destination:** |
| ***Reason for term time Leave of Absence Request. Please indicate the reasons why this leave of absence could not take place during the normal school holiday.*** |
| Signed by the person with legal responsibility for the pupil: | Date: |

New government regulations state that ‘head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. As a consequence, holidays taken during school time will be recorded as unauthorised. These regulations have come into place because of the negative impact non-attendance has on the progress and learning of children.

If you do request a leave of absence during term time, it will be necessary to complete a leave of absence form. These are available on the school website. The request will be considered in line with the government’s guidelines.

If your child has poor attendance or punctuality or if they are about to miss examinations, the request will be refused. Any leave taken without approval in advance will be marked as ‘unauthorised’ and a penalty notice and fine could be issued.



………………………………………………………………………………………………………………………………………………………………………………………….

|  |
| --- |
| **Reply from the Headteacher** |
| Name of pupil | Class: |
| YES |  | NO |  |  |
| **Reason for Refusal** |
|  |
| Signed by the Headteacher | Date: |