**WOODLAND GRANGE PRIMARY SCHOOL**

Leave of Absence Request Form

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| **Name of Pupil:** | **Class:** |
| **Date of Absence: From:** | **To:** | **Number of Days:**  |
| **Destination:****Please note that should your destination come onto the quarantine list, authorisation will be withdrawn.** |
| **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: |

Governors at Woodland Grange Primary School request that parents **do not** take their children out of school during term time. Special consideration may be given under **‘exceptional circumstances’** but please note that cheaper holidays or air travel are not exceptional circumstances

Any requests in excess of **5** days will be refused.

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.

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