



WHEATLANDS PRIMARY SCHOOL



REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

NOTES TO PARENTS/GUARDIANS

The law does not grant parents an automatic right to take their child out of school for holidays during term time. You must apply for permission in advance and the request for leave of absence must come from a parent with whom the child normally lives.

Holidays during term time are NOT classed as exceptional circumstances and will not be authorised. Unauthorised absences are referred to the Trust’s Education Welfare Officer and may be referred to the Local Authority’s Attendance and Welfare Service, which could result in a £60 fine, per parent, per child if paid between 1-21 days after issue, rising to £120 per parent, per child if paid between 22-28 days after issue.

Where leave of absence is taken without authorisation, a warning letter or penalty notice may be issued, depending upon the individual circumstances of each case. If a child’s attendance is below 95% in the previous 12 months prior to the leave of absence being taken a penalty notice is likely to be issued.

When deciding whether to allow term time leave the school will consider:-

- The time and duration of the leave
- Your child’s record of attendance
- Learning that will be missed

A copy of the school’s Attendance Policy can be found at www.wheatlandsprimary.co.uk/information.

A copy of the Local Authority Leave of Absence Policy and Penalty Notice Code of Conduct can be found on the LA website.

If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence for the purpose of a family holiday (‘G’ CODE) or any other unauthorised absence (‘O’ CODE).**

NAME[S] OF CHILD[REN] _____ DOB _____ CLASS _____ YR _____

_____ DOB _____ CLASS _____ YR _____

_____ DOB _____ CLASS _____ YR _____

to be absent from school from _____ / _____ / _____ to _____ / _____ / _____ inclusive.

My child will return to school on the following date _____ / _____ / _____

Please complete details for **BOTH** parents/guardians

PARENT / GUARDIAN 1 CONTACT DETAILS

Name:

Address:

.....

Postcode:

Contact No:

Relationship to pupil:

Parental Responsibility Yes No

PARENT / GUARDIAN 2 CONTACT DETAILS

Name:

Address:

.....

Postcode:

Contact No:

Relationship to pupil:

Parental Responsibility Yes No

Signature Parent/Guardian _____

Print Name _____

Relationship to Pupil _____

Date: _____

Please turn overleaf

REASON FOR REQUEST DURING TERM TIME (Please attach any relevant documentation which supports your request and complete the reverse of this form)

Reason for requesting leave of absence during term time:

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Please return this form, signed and dated overleaf, to Mrs N Blackburn, at least 4 school weeks prior to the proposed leave.

FOR OFFICE USE: At time of request for leave of absence:

NAME[S] OF CHILD[REN]		Authorised	Unauthorised
_____ CLASS (_____) YR _____		<input type="checkbox"/>	<input type="checkbox"/>
_____ CLASS (_____) YR _____		<input type="checkbox"/>	<input type="checkbox"/>
_____ CLASS (_____) YR _____		<input type="checkbox"/>	<input type="checkbox"/>
_____ CLASS (_____) YR _____		<input type="checkbox"/>	<input type="checkbox"/>

Relevant information:

SIGNEDHead Teacher Date

A copy of this form showing the decision was sent to each parent on Recorded on SIMS

FOR OFFICE USE: If leave of absence is taken:

NAME[S] OF CHILD[REN]		Penalty Notice	Warning Letter	No further action
_____ YR (_____) Previous 12 month's attendance	%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ YR (_____) Previous 12 month's attendance	%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ YR (_____) Previous 12 month's attendance	%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ YR (_____) Previous 12 month's attendance	%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relevant information:

SIGNEDHead Teacher Date