



WOODHOUSE COMMUNITY PRIMARY SCHOOL
REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

Please complete the form in full if you wish to apply for leave of absence for your child.

- Leave of absence may only be granted by the Head Teacher of the school.
- All applications will be carefully considered on their merits in the light of the need to maintain continuity of learning.
- There is no entitlement to leave of absence from school. In exceptional circumstances a pupil may be granted leave of absence.
- If a pupil fails to return from leave within ten school days of the agreed date (and the failure is not due to sickness or an unavoidable delay), his/her name may be taken off the register.
- Staff cannot provide children with work to 'catch up' on their return to school.
- Further information can be found in the school's Attendance Policy which is available from the school office and on the website.

Application

I wish to apply for leave of absence for my child(ren):

_____ (names)

(a) to go away on holiday. Please state the exceptional reason why this cannot be during school holiday period.

OR (b) state other reason: _____

Dates from: _____ to: _____. Date return to school _____

Signed _____ (parent/guardian)

Your application will be considered by the Head Teacher and a written reply will be sent out.

-

Office Use Only: Authorised Unauthorised Record on Register as _____ Refer to EWO: Yes / No
Authorised by: _____

Letter Sent: _____ SIMS updated: _____ Current % attendance _____