



Woodcote Primary School

REQUEST FOR LEAVE OF ABSENCE

PLEASE DO NOT MAKE ARRANGEMENTS BEFORE YOU MAKE YOUR REQUEST

Pupils Name: _____

Year Group/Class: _____

Dates of Absence: From: _____ To: _____

PLEASE NOTE:

- Since 1st September 2013, schools are no longer allowed to grant leave of absence during term time unless there are exceptional circumstances.
- All requests are discussed with our Education Welfare Officer.
- As parents you place yourself at risk of the Local Authority issuing you with a Penalty Notice should the Headteacher not approve your request for absence and you disregard their decision.
- Penalty Notices stand at £60, per parent, per child, if paid within 21 days of the Penalty Notice being issued, rising to £120 per parent, per child, if paid after 21 days but before the 28th day.
- If Penalty Notices are not paid, parents may face legal action through the Magistrates Court and if found guilty receive a criminal record and a fine of up to £1000.

Type of Absence Requested:

- Holiday Wedding Bereavement Other

REASON:

You must submit requests for leave of absence at least **two weeks** prior to the first day your child will be absent. If you have a child who attends a different school, please provide details below.

Childs Name:

School:

Mother/carers Name (Print)

Signature

Date of request

Father/carers Name (Print)

Signature

Date of request

HEADTEACHERS DECISION

- Approved (H/C) Not Approved (G/O)

Headteachers Signature

Date