North Walkden Primary School - Leave of absence request form

Following new legislation that was brought in by the Department for Education in 2013, Head teachers are not allowed to authorise leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Taking your child out of school for a term time holiday that is not authorised may result in a Penalty Notice Fine from the Local Authority, which, if not paid, will lead to prosecution for the offence committed.

Name of child _____ Year _____DOB_____

Dates of holiday _____

First day of absence_____

Date due back in school_____

Number of school days absence requested for _____

Reason for absence

Signed_____ Parent/Carer

Date_____

The Head teacher will consider your request and will advise you whether or not leave of absence is authorised.

Name of child _____ Class_____

Is granted / refused permission for _____ school days holiday

Dates: From _____To_____

Signed _____ Headteacher