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 absence			
First day of absence			
Date due back in school			
Number of school days absence red	quested fo	or	
Reason for absence:			
Signed		_ Parent/Carer	
Date			
he Head teacher will consider your req	uest and	will advise you whether or not	leave of absence is author
ame of child			Class
granted / refused permission for		school days absence	
atas: From	To		
ates: From	10		
gned			Headteacher
ffice Use Only			
Letter emailed & hard copy sent			
FPN processed	1		

Register updated