



Willaston Primary Academy Request for Leave of Absence in Term Time

The 2013 regulation amendments make clear that Head Teachers may not grant any leave of absence (holidays) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Head Teacher and the Governing Body will determine what the exceptional circumstances are.

FOR COMPLETION BY PARENT /CARER

You have requested the school's permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the School Office.

Completion of the form does not guarantee the leave of absence will be authorised.

Pupils Name : _____ Year: _____

Date of Leave of Absence : From _____ To _____
(First day child will be absent – To the last day child will be absent)

Number of school days to be missed _____

Please give full reason(s) for asking for leave of absence in term time

Signed : _____ (Parent/Carer) Date : _____

It is important that you have read and understand the school's policy on attendance. You can find this on the school website www.willastonprimaryacademy.co.uk or by request at the School Office.



The Council is reviewing its practice with regards to the issuing of Penalty Notices for term time holiday absence as a matter of priority and is seeking urgent guidance from the DfE.

The Council is taking legal advice on the implications of the ruling.

For Completion by School

Name Number of days

<input type="checkbox"/>	Authorised (Register Code H)
<input type="checkbox"/>	Unauthorised (Register Code G)

Reason for Holiday decline :

Signed _____ Date _____

Clare Grehan
Head Teacher

Copy to Parent
Pupil File

