



West Wimbledon Primary School

Leave of Absence Form

Request for Leave of Absence for exceptional circumstances during Term Time

It is not advisable to take your child/ren on a leave of absence during term time as this causes disruption to their education. Schools must follow the law in this regard and may only grant leave in exceptional circumstances if certain criteria are fulfilled.

The Pupil Registration Regulations (England) 2006 and the Education (Pupil Registration) (England) (Amendment) Regulations 2013

- Leave of Absence in exceptional circumstances is authorised at the discretion of the Headteacher. (This is not an automatic right of parents/guardians.
- You should not normally take your child/ren on a leave of absence during the school term.
- Please do not book your leave of absence until authority is given
- **Each request for leave of absence will be considered individually, taking into account the circumstances of the request and any supporting evidence provided.**
- If the absence is approved by the Headteacher you will be advised as to how many days have been approved for your child's absence
- If the school does not agree the absence and you take the leave without permission or your child is absent for more than the agreed number of days, the absence will be unauthorised.
- Leave of absence taken without the authorisation of the school may lead to your child/ren being referred to the Education Welfare Service and the possibility of statutory action and a fine.

In order for your application for absence to be considered, please complete the section below:

Name of Child _____ Class _____

Name of Child _____ Class _____

Name of Child _____ Class _____

Name of Child _____ Class _____

Home address

Date of Absence: From _____ To _____

Date child / children will return to school _____

Reason for request (additional evidence may be required)

_____ PTO

Reason for request - Continued

Signed: _____ Parent / Guardian

Signed _____ Parent / Guardian

Email address: _____

Contact telephone number: _____

Date for submitted: _____

For school office use only

Child's Name	Leave of absence taken in the last 2 years	Current attendance percentage

Decision of Headteacher

The above request for leave of absence in term time has / has not been authorised.

If authorised, your child/ren should return to school on _____

Signed _____ Headteacher