

**WENTWORTH CHURCH OF ENGLAND JUNIOR AND INFANT SCHOOL**



**Request for Leave of Absence Form**

**Wentworth Church of England School -Leave of Absence Request Form**

*Please read the information on this form before its completion\**

I wish to apply for my child to take leave of absence during term time.

Name of Child(ren) Year Group/ Class

.....  
.....  
.....

Names of other siblings and the school they attend

.....

Leave of absence dates

Start date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_ Number of school days missed  
\_\_\_\_\_

Reason for requesting Leave of Absence at this time

.....  
.....  
.....

**A LETTER FROM AN EMPLOYER MUST BE ATTACHED TO THIS REQUEST FORM IF THE ABSENCE IS DUE TO WORK COMMITMENTS.**

Full name, address and date of birth of parent(s)/Carer(s) applying for leave of absence

Parent 1 Name: \_\_\_\_\_ Date of Birth:  
\_\_\_\_\_

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Address:

\_\_\_\_\_

Parent 2 Name: \_\_\_\_\_ Date of Birth:

\_\_\_\_\_

Address:

\_\_\_\_\_

Signed: \_\_\_\_\_ parent 1

Signed: \_\_\_\_\_ parent 2

Date of Application: \_\_\_\_\_

If you go ahead with the leave of absence when unauthorised, you may receive a **Fixed Penalty Notice** issued through the Local Authority. This will be £60 per parent per child if paid within 21 days rising to £120 per parent per child if paid within 28 days.

**SCHOOL USE ONLY** Date received: \_\_\_\_\_

% Attendance: \_\_\_\_\_

**\*Leave of absence in term time – information for consideration when making a request.**

1 The decision to grant the request is for the school, not the Authority or the parent. Only schools can authorise absences.

2 There is no requirement to authorise just because a request has been made.

3 The Anti-Social Behaviour Act (2003) gives the Local Authority the power to issue fixed penalty notices for unauthorised leave of absence during term time.

4 No parent can demand leave of absence for the purposes of a holiday as a right.

5 Any request for leave must be made in advance.

6 Holidays cannot be authorised retrospectively.

7 If the application for leave of absence in term time is made because of the parent's workplace holiday arrangements then a letter from the employer explaining why the leave of absence must be taken in term time **MUST** be attached to this form on proper letter-headed paper.

8 If important work has been missed by the pupil due to the parents making a request for leave of absence for a holiday the parents should not expect special arrangements to be made by the school for that pupil to catch up that work.

9 The circumstances of each individual request will be taken into account. The following factors may be relevant but this should not be regarded as a comprehensive list:

- Parent's workplace holiday arrangements if supported by a letter from employer.
- The overall attendance of the child for the previous academic year or 3 terms.
- If taking leave of absence in the first half of the first term would have a negative impact on pupil progress.
- If a previous holiday has been taken in the same academic year.
- Timing of internal and/or external examinations/assessments.
- The reason given by a parent for requesting leave of absence in term time.