



**Waltham on the Wolds Church of England Primary School  
Request for Authorised Leave of Absence**

<b>NAME OF CHILD/REN:</b>	<b>CLASS:</b>	
<b>Date of requested leave</b> <b>From:</b>	<b>to:</b>	<b>Number of days requested:</b>
<b>New government guidelines came in to effect on 1<sup>st</sup> September 2013, which prevent all head teachers from granting any leave of absence during term time, unless there are <u>exceptional circumstances</u>.</b> Please note: <ul style="list-style-type: none"><li>• A family holiday <b>does not</b> fall in to the category of exceptional circumstances</li><li>• Holidays taken during term time are subject to a formal warning which may lead to further action by the Local Authority</li><li>• Requests for any leave of absence will also be refused if your child already has poor attendance or if national tests are taking place at the time of the holiday</li><li>• Any leave of absence taken without prior consultation with the school will be marked as 'unauthorised absence'</li><li>• Any absences deemed 'unauthorised' may lead to prosecution by the Local Authority</li><li>• Absence from school disrupts continuity of learning, undermines educational progress and can lead to underachievement and low attainment. If leave of absence is requested, <b>it is expected</b> that parents support the learning missed whilst their child is absent from school, in order that they don't fall behind with their studies. Parents <b>MUST</b> consult with the class teacher regarding expectations</li><li>• Before making a request it is important that you read the school Attendance Policy which you can find on our website <a href="http://www.waltham.leics.sch.uk">www.waltham.leics.sch.uk</a>; alternatively a hard copy may be requested from the school office (NB this is due to be updated in view of the new legislation) and guidance on the DfE website: <a href="http://www.education.gov.uk">www.education.gov.uk</a></li><li>• Permission for leave of absence is granted at the discretion of the Head teacher</li></ul>		
<b>Please indicate the reasons why this request should be deemed as 'exceptional circumstances' (use additional paper if necessary):</b>		
I have read and understood the above information. I have also read and understood the school Attendance Policy and guidance from the Department of Education.		
Signed:	Date:	

**REPLY FROM HEAD TEACHER**

**Authorised/Unauthorised**

I am able to give permission for you to take your child/children out of school on the days requested.
I am unable to give permission for you take your child/children out of school for the following reason(s):

Signed \_\_\_\_\_ (Head teacher) Date \_\_\_\_\_