



Whitley Village School  
www.whitleyprimary.co.uk

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Whitley  
Warrington  
WA4 4QH

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Executive Headteacher  
Mrs Hannah Broom BA(Hons) NPQH

### APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

I request leave of absence for the child(ren) named below from Whitley Village School, during the period given.

Name(s) of Child(ren): .....

Teacher's name(s): .....

**Absence from (first day): ..... to (last day): .....**

Date returning to school: .....

**Explanatory Reasons (See Note Below):**

Signed: ..... Dated: .....

(A parent/carers with whom the pupil usually lives)

**Note:** Parents should understand the importance of regular education and it is hoped that requests for absence will only be made when there is no alternative; therefore, some explanatory reasons for the absence should be given in the space provided above. Leave of absence will only be granted for **exceptional circumstances** in accordance with Government Legislation September 2013. A Fixed Penalty fine may be issued if this leave of absence is not authorised. Parents currently must pay £60 if they pay within 21 days or £120 if they pay within 28 days. This charge is per parent/carers per child. If the fixed penalty notice remains unpaid this could lead to prosecution in the Magistrate's Court.

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### APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Name(s) of child(ren): .....

Your recent request has been APPROVED / NOT APPROVED for these dates:

Fixed Penalty Notice to be issued: Yes / No

Additional Comments: .....

Signed: ..... Dated: .....

(On behalf of the Governing Body of the School)

## **LEAVE OF ABSENCE IN TERM TIME**

### **INFORMATION FOR PARENTS**

**Before requesting Leave in term time, you need to think about:**

- ? the lessons your children will miss;
- ? the difficulty they will have catching up;
- ? the effect it will have on how well they do in school;
- ? the fact that the school can refuse permission for you to take your child out of school during term time.

**For your information:**

- You do **NOT** have the right to take your child out of school during term time without the permission of your child's headteacher.
- The school will consider the following before exceptional authorisation of leave during term time as to whether we issue a fixed term penalty notice.
  - Family's circumstances;
  - Their attendance record;
  - The time of the academic year the leave of absence falls.
- The school will not authorise absence during the first half of the summer term as children are sitting Standard Assessment Tests (SATs), even if it is exceptional.
- Permission should be requested on the form overleaf and returned to the school office.