



Application for Leave of Absence during term-time

We understand that you would like to request permission for your child to be absent from school during term-time.

Absence from school is such a significant contributor to under achievement. If your request is for more than one day we would strongly urge you to re-consider this request if at all possible.

Because of the link between absence and under-achievement, Woolenwick Junior School, in line with Government and Local Authority guidelines, actively discourages families from taking holiday during term-time.

No holidays taken during term time will be authorised, except in exceptional circumstances.

If you have no alternative but to take your child out of school during term-time, please complete the request form below and return it to the school office.

Yours faithfully

Ms T.Koser

Acting Headteacher

To be completed by Parent/Carer:

Child's Name:.....Year/Class

Request for Leave of Absence from School between the following dates:

From.....to.....inclusive (Total School Days

Reason for Absence

.....

Requested by (Signature of Parent / Carer)

For Office Use Only:

Percentage Attendance:

.....

Holiday authorised this academic year:

.....

To be completed by the Headteacher

This absence will be recorded as:
AUTHORISED / UNAUTHORISED

Remarks:

.....

Signed:.....Ms Koser

