



REQUEST FOR LEAVE OF ABSENCE FORM

NAME OF SCHOOL Wellfield High School LEA Number 8884036/07104

This form should be completed by parents/carers requesting leave of absence for compassionate or exceptional reasons. **This form is not a holiday request form.** Leave exceeding 10 days will not be granted under any circumstances.

Surname of child: First name:

Date of birth: Year group:

Surname of parent/carer: First name:

Home address:
Postcode:

Telephone No: Mobile:

Reason for request:

Length of absence: Destination:
(number of school days)

*Date of departure: Date due back in school:

* In the case of travel abroad, documentary evidence, such as flight documents, need to be provided before leave of absence is considered.

Emergency UK telephone contact name & number:

Please attach and evidence in writing, confirmed by external professional body showing why the leave of absence is needed by your child. This must be submitted along with the parental request to the Headteacher.

**AS A PARENT / CARER REQUESTING LEAVE OF ABSENCE FOR MY CHILD
I UNDERSTAND:**

If my child is taken out of school when leave of absence is not authorised by the Headteacher or my child is absent for over **10 sessions**, a Penalty Notice will be issued in accordance with The Education Penalty Notice (England) Regulations 2004 and may result in prosecution under Section 444 of the Education Act 1996. .

Leave of absence from school may be granted for compassionate reasons. This is entirely at the discretion of the Headteacher. In judging whether to approve my request the following criteria will be used:

- My child's attendance records for the previous year/current year must be greater than 97% (we which consider to be regular attendance).
- Previous requests for leave of absence that I have made.
- The year group of my child (leave of absence is very unlikely to be authorised for pupils in Years 10 and 11 due to GCSE exams/assessments.
- The reason for my request must be for exceptional circumstances only.

Cheaper flights, availability of certain days for parents, already having made the booking and financial commitments/loss will not be accepted as reasons to allow leave of absence.

Where absence occurs despite leave not being authorised or applied for, absence will be recorded as unauthorised.

Leave of absence will not be granted in retrospect.

My child may be removed from the school if I remove them from school for an extended period without permission from the Headteacher.

If my child is removed from the school roll I will need to reapply to have my child readmitted to the school roll.

Parent/Guardian's signature:

Permission for leave of absence is/is not granted.

Signed: _____ Headteacher Date: _____