



# Wheatfield Primary School

'Inspired to Achieve'

## Request for Leave of Absence

Please complete this form using block capitals

This form is designed to capture accurate information about requests for holiday which have been received by the school.

Amendments to The Education Regulations 2006 which took effect in September 2013 mean that holiday requests will only be authorised in truly exceptional circumstances.

Almost all holiday absences will therefore be recorded as 'unauthorised' and families may be issued with a Penalty Notice by the Local Authority.

### Part I - For completion by the Parent/Carer

<b>Parent Name 1:</b>	<b>Parent Name 2:</b>
<b>Child's Name 1:</b>	<b>Year Group:</b>
<b>Child's Name 2:</b>	<b>Year Group:</b>
<b>Child's Name 3:</b>	<b>Year Group:</b>

<b>First Date of Absence:</b>		<b>Last Date of Absence:</b>		<b>Total Number of Days:</b>	
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If you believe there are 'exceptional' circumstances to support this request, please list them here (use the reverse of this form if additional space is required).

#### Declaration

- (I / we) agree that the information in this form is accurate and correct.
- (I / we) understand that any periods of sickness which precede or follow these request dates (without a return to school in between) will only be authorised if clear evidence has been provided to assure the school that it is not an extension of the holiday.
- (I / we) understand that (I / we) must inform any other person with 'parental responsibility' for the (child / children) to whom this request refers of (my / our) intentions. All parties with 'parental responsibility' are responsible for attendance and so are liable for Penalty Notices.

Name:	Signed:	Date:
Name:	Signed:	Date:

**Part II - For completion by the office**

Date of processing:

<b>Current Attendance</b>	<b>Overall Rolling 12 Month % Attendance</b>	<b>No. of Sessions Present</b>	<b>No. of Sessions Authorised Absence</b>	<b>No. of Sessions Unauthorised Absence</b>
Child 1				
Child 2				
Child 3				

<b>Previous Academic Year</b>	<b>Percentage of Sessions Present</b>	<b>Percentage Authorised Absence</b>	<b>Percentage Unauthorised Absence</b>
Child 1			
Child 2			

Has proof of booking been witnessed? (if yes, please copy and attach)	No	Yes
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Office comment box:

**Part III – For completion by the Headteacher**

Having considered this request, this absence will be recorded as:	Authorised	Unauthorised
Have the criteria for a Penalty Notice been met?	No	Yes

Signed:	Date:
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Date entered on SIMS:	Date Text Sent:
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