



# Woodland Grange Primary School

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Headteacher: Mr Kirk Hayles

## LEAVE OF ABSENCE REQUEST FORM

Name of Pupil: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date of Absence: From \_\_\_\_\_ To: \_\_\_\_\_ Number of days: \_\_\_\_\_

### Please note:

Governors at Woodland Grange Primary School request that parents do not take their children out of school during term time. Special consideration may be given under exceptional circumstances but please note that cheaper holidays or air travel are not exceptional circumstances.

Days in excess of an agreed period will be marked as 'unauthorised absence' and recorded on your child's school record accordingly.

Requests will be refused if your child already has a poor record of attendance or punctuality or if something important such as examinations would be missed.

Any leave taken without approval in advance will be marked as 'unauthorised absence'.

Please indicate the reasons why this leave of absence could not take place in the course of the normal school holiday pattern:

\_\_\_\_\_ Date: \_\_\_\_\_

(Signed by the person with legal responsibility for the young person)

### REPLY FROM THE HEADTEACHER

Name of pupil: \_\_\_\_\_ Form: \_\_\_\_\_

Yes, I am **able** to give permission for you to take your child/children out of school for the period

From: \_\_\_\_\_ To: \_\_\_\_\_

Sorry, I am **unable** to give permission for you to take your child/children out of school for the following reason(s):

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

