

Wistaston Church Lane Academy

REQUEST FOR LEAVE OF ABSENCE

The law does not give any entitlement to parents to take their child on holiday during term time. Any applications for Leave of Absence must be in exceptional circumstances and the Principal must be satisfied that the circumstances warrant its granting. We may ask for additional evidence.

Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school. A Fixed Penalty Notice is £60 per child per parent if paid within 21 days, and this increases to £120 per child per parent if paid after 21 days and before 28 days. After 28 days you will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance.

This form must be completed to request authorisation for any Leave of Absence, and submitted at least two weeks prior to its commencement. Such authorisation is at the Principal's discretion and will only be granted in exceptional circumstances. Some examples that will not be authorised include family holidays due to: availability of cheaper holidays/accommodation, long haul flights, better weather or overlaps with the beginning or end of term dates.

See www.wcla.co.uk/99/attendance for more information.

Request for Leave of Absence

I request permission for my child(ren) _____

in class(es) _____ to obtain Leave of Absence from (insert dates below):

_____ to _____ (inclusive).

Location(s) to be visited: _____

Names of siblings in other schools

Name(s): _____ School: _____

Name(s): _____ School: _____

Exceptional reason

The exceptional reason for the absence is:

Signed: _____ (parent/carer) Date: _____

For school use only

The Principal gives authorisation for the above absence from school

The Principal is unable to authorise the above request for absence.

Note that a Fixed Penalty Notice may be requested for an absence of more than 5 days.

Signed _____ (Principal) Date: _____