

# Wyburns Primary School

Nevern Road, Rayleigh, SS6 7PE  
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## Request for Leave of Absence

Headteacher M. J. Pocock

Before completing this form you are asked to read the following notes very carefully. They are taken from the DfES Circular 10/99.

Taking your child out of school during term time could be detrimental to your child's educational progress. Parents should not normally take their children on holidays in term time. There is no legal right to do so. However, you may apply to the school for leave of absence for family holidays for up to 10 days in the school year. Agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Pupil Registration Regulations 1995 - amended 1997). Each case will be judged on its merits in line with certain considerations as outlined in guidance from the DfES.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Education Welfare Service who may issue a Penalty Notice for £100 (or £50 if paid within 28 days) to each parent for each child taken out of school.

**ONLY IN EXCEPTIONAL CIRCUMSTANCES WILL LEAVE OF ABSENCE BE AUTHORISED DURING THE SATS PERIOD – USUALLY DURING MAY**

NAME OF CHILD(REN):	
CLASS:	

Leave of Absence requested from \_\_\_\_\_ to \_\_\_\_\_ (Inclusive)  
If requesting half a day's absence, please indicate AM or PM

Reason for Request	Please tick/give further details
Family Holiday	
Other	

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: \_\_\_\_\_

### School Use (To be copied to parent on completion)

**Total sessions (ie half days) pupil absence this year:** \_\_\_\_\_  
**Total unauthorised pupil absences this year:** \_\_\_\_\_  
**Absence recorded as**  
**Authorised Holiday:** \_\_\_\_\_  
**Authorised Other Circumstances:** \_\_\_\_\_  
**Unauthorised:** \_\_\_\_\_