

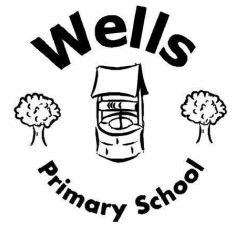
Wells Primary School

Barclay Oval, Woodford Green, Essex, IG8 0PP

Tel: 020 8708 0500

e-mail: admin.wells@redbridge.gov.uk

Headteacher: Debbie Franklin



Request for Leave of Absence

Pupils attend school for a maximum 190 days each academic year. Full attendance is vital for your child's educational progress. The school regards absence as a very serious concern and it is a proven fact here is a clear link between poor attendance at school and lower academic achievement. (Department for Education (DfE), 2012).

The DfE (2013) state that leave of absence requests for holidays should not be granted. The school will only grant leave in term time in the most exceptional circumstances for which evidence will be requested. Request for leave during term time must be applied for in advance. Leave taken without the permission of the Headteacher will be recorded as unauthorised and you could incur a Penalty Notice from the Local Authority of £160 per parent, per child (reduced to £80 per parent, per child if paid within 21days).

Pupil/s Name: **Class:**

Parent 1 Name: **Parent 2 Name:**

Full Address:

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.....

Date of Absence from: **to**

Total Number of School Days Absent:.....

Reason for Absence:

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.....

Parent/Carer signature **Date**.....

I have read and understood the above information

To be completed by school

Copies of travel arrangements seen: Yes / No

Penalty Notice to be issued Yes / No

Leave to be: Authorised / Unauthorised

Headteacher

Signature

