

Westfield Family of Schools
Leave of Absence in Term Time Request Form

<p>Name: <input style="width: 80%;" type="text"/></p> <p>Form or class: <input style="width: 80%;" type="text"/></p> <p>Year: <input style="width: 80%;" type="text"/></p> <p>Siblings in this or other schools (name, dob, school attending):</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Name and address of Parents or Carers:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Telephone number:</p> <p>_____</p> <p>Mobile number:</p> <p>_____</p> <p>Email:</p> <p>_____</p>	
<p>Requested dates of absence from and to (inclusive):</p> <p>From: _____ to: _____</p> <p>Number of days: _____</p>		
<p>Outline the <u>exceptional circumstances</u> that require your request for leave of absence during term time</p> <p>What steps have you taken to minimise the impact of the leave on your child's learning?</p> <p>Emergency Contact Details (UK and Abroad) - name, telephone number & relationship.</p> <p>UK:</p> <p>Abroad:</p>		
<ul style="list-style-type: none"> • I confirm that the information on this form is true • I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date • I am aware that if my child does not return to school by the date provided that he/she may lose their place at this school • I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher. 		
<p><i>Signed by parent/carer</i></p>	<p><i>Print name & relationship to child</i></p>	<p><i>Date</i></p>

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FAO The Attendance Officer School use only	Date request received: _____
<p>Has the request been discussed with the parent/carer? _____ Date: _____</p> <p>No of school days requested: _____</p> <p>Current Attendance figure _____%</p> <p>If during Autumn or Spring Term, please record previous year's figure here _____ %</p> <p>Is leave of absence authorised? _____ YES / NO</p> <p>Number of days authorised: _____ Number of days unauthorised: _____</p> <p>NO <input type="checkbox"/> Does not meet School Policy</p> <p>YES <input type="checkbox"/> Exceptional circumstances</p> <p>Reason for leave of absence not being authorised, please indicate:</p> <p>Date of decision letter sent to parent/carer: _____</p>	
<p>Schools cannot authorise leave of absence including term-time holidays unless there are exceptional circumstances. 5 or more consecutive days of unauthorised absence will result in the issuing of a fixed penalty notice regardless of the child's previous attendance record.</p>	
Signature: _____	Date: _____