



Woodthorpe Community Primary School
Lewis Road
Sheffield
S13 8DA

Tel: 0114 239 9167
Fax: 0114 264 2628
Email: enquiries@woodthorpe.sheffield.sch.uk
Headteacher: Dave Smith
Chair of Governors: David Parkin
www.woodthorpeprimary.co.uk



City Community Learning Trust

Request for Leave of Absence During Term Time

The Law says that parents do not have the right to take their child out of school for holidays during term time.

The Headteacher can authorise absences in exceptional circumstances only, and can set a time limit on any approved absence.

The DfE makes it very clear that Headteachers cannot authorise any leave of absence, including holidays, unless there are exceptional circumstances. Any absence without agreement will be classed as unauthorised.

You should be aware that unauthorised absences can lead to fixed penalty notices and/or prosecution.

Exceptional circumstances are described as unique or one-off events. They might include family circumstances, a sudden change in circumstances, or a once-in-a-life-time opportunity. Visits from family members or opportunities for discounted holidays will not constitute exceptional circumstances. Also, in taking a decision, the Headteacher will take other factors, such as a student's attendance record, into account.

Please complete the attached form, indicating the exceptional circumstances relating to your request. The Headteacher will then consider your request and you will be informed of the decision.

Thankyou for your cooperation

Request for Leave of Absence During School Term Time

Name of child(ren):

Do you have children at another school? – Please give details:

Address:

Reason for request. Please explain exceptional circumstances:

You should be aware that if you take your child out of school for an unauthorised holiday, you could be at risk of receiving a fine.

Dates requested: From..... To.....

Signed: (Parent/Carer)

Print name: Date.....

For School Use Only

Date received in school:

Attendance:

Dates requested

I give / do not give permission for this absence.

Signed (Headteacher) Date.....

Comments...