



# RICHARD WAKEFIELD C.E. PRIMARY ACADEMY



The de Ferrers Trust

## Request for Leave of Absence during Term Time

To: **The Principal**  
**Richard Wakefield C.E. Primary Academy**

Date: \_\_\_\_\_

I request consideration of a grant of Leave of Absence from school during term time for:

**Child's Full Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

for the period from (date) \_\_\_\_\_ to (date) \_\_\_\_\_

The **exceptional** circumstances and reason for this request are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I have a child/children at another school as follows:

Child's Full Name: \_\_\_\_\_

School attended: \_\_\_\_\_

This form must be received by the school in time for a request to be considered **well before** the desired period of absence. Parents/carers are strongly advised not to finalise any booking arrangements before receiving the school's decision regarding their request. The Principal cannot authorise any leave of absence unless the request is received before the period of absence begins.

Please note that your request will be considered with due consideration to legislation current at the time of the request. However, please bear in mind that legislation affecting the school's decision may be subject to change, in which case you will be advised accordingly.

The school will write to you (parents/carers with parental responsibility) and inform you of the decision on whether the request is authorised or not.

**Signature of 1<sup>st</sup> parent / carer:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Signature of 2<sup>nd</sup> parent / carer:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**For Office Use Only**

Current Attendance: \_\_\_\_\_ %      Last Year's Attendance: \_\_\_\_\_ %

Number of school sessions taken as leave during term time \_\_\_\_\_ this academic year

**Authorised / Not Authorised**

Request for leave **is authorised / is not authorised** for the above student to take leave during term time between the above dates.

Rationale to decline request :

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

Mr S Webster  
Principal

Date: \_\_\_\_\_

**Notification of decision:**

Date letter sent to 1<sup>st</sup> parent / carer \_\_\_\_\_

Date letter sent to 2<sup>nd</sup> parent / carer \_\_\_\_\_