

# NOTIFICATION OF INTENDED ABSENCE FROM SCHOOL

As a parent or carer you should fill in this form if you want to take your child out of school during term time for any reason other than medical or family emergency.

After completing the form, please return it to the Class teacher of your child's school no less than three weeks prior to the date of any intended period of absence.

Under current legislation imposed by the Department of Education, Headteachers are not permitted to grant leave of absence for any family holidays save in exceptional circumstances. Any leave taken without approval will be marked as "unauthorised" on the child's legal record of attendance.

I request that .....(Name and Class of Child)

Be granted leave of absence from Wheatcroft School

From.....to.....20...

For the following:

.....  
(If your request is for a family holiday please include an explanation as to why this request is within term time) – You will be invited to meet and discuss the matter.

..... Date.....

(Signature of Parent/Carer)

For Office Use Only:	
Acknowledged by Teacher	
Sanctioned by Head Teacher	
Decision advised to Parent/Carer	
Absence Noted in Register	
Form Returned to Office	