



Wentworth Primary School

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

In accordance with the DfES and Essex Code of Conduct Guidelines

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. There is no entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is not authorised and the holiday is taken, the case will be referred to the Missing Education and Child Employment Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

Important: Please complete one application per child.

Name of Child	
DOB	
Class	
Date of first day absence	
Date of last day of absence	
Number of days requested	

Reasons for leave of absence for exceptional circumstances:

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Signed	
Print name	
Relationship to child	Date
	Office Use: Head teacher signature..... Childs Attendance.....