



Longwood Primary School

"Nurture today, flourish tomorrow"

Allton Avenue, Mile Oak, Tamworth, Staffordshire, B78 3NH Tel: 01827 213970

office@longwood.staffs.sch.uk

www.longwood.staffs.sch.uk

Headteacher: Mrs Pauline James



Request for Leave of Absence during Term Time.

Date of request: _____

Name of Pupil: _____

Year Group: _____

DOB: _____

Address: _____

I _____ (name of parent/carer taking pupil out of school) wish to apply for leave of absence for my child for the purpose of _____ (please state reason).

First day and date of absence: _____ returning to school on _____

Number of day's absence from school: _____

The Department for Education has announced important amendments to legislation surrounding holidays in term time. Headteachers **may not** grant any leave of absence during term time unless there are exceptional circumstances and gives no entitlement to parents to take their child on holiday during term time. Headteachers must be satisfied that the circumstances are exceptional and warrant the granting of leave.

The Local Authority can fine parents for failing to ensure their child attends school.

Signed: _____ (parent/carer making request)

Printed: _____

FOR OFFICE USE ONLY:

Authorised for exceptional circumstances: _____ Headteacher

Unauthorised Holiday: _____ Headteacher

Date : _____





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