



Wrawby St Mary's CofE Primary School

Request for Absence

(The Education (Pupil Registration) (England) Regulations 2006 Regulation 7: Leave of Absence)

Leave of absence may only be granted by Headteacher (or a person authorised in that behalf by the proprietor of the school).

Please note that we are obliged to follow Government regulations and requests for family holidays can only be approved in exceptional circumstances and supported by written evidence.

Name of Pupil _____

Class Year _____

Submitted by (name of parent) _____

Dates requested for Leave of Absence from school for a family holiday/other reason (please specify below).

From ____ , ____ , ____ to ____ , ____ , ____ Total No of days _____

The expected date of return is _____

Reason for absence _____

Date Application requested _____

Signature (Parent/Carer) _____

If anything delays the pupil's return to school on this date, you must contact the school immediately.

If the pupil fails to return on this date the headteacher will make a decision as to whether the absences will be authorised or unauthorised.

If the pupil fails to return from an extended holiday within the 10 school days immediately following this date, the Education Welfare Service will be informed. There *may* be grounds to delete from this school's Admission Register the name of this pupil (other grounds also apply).

If the absences are unauthorised the Education Welfare Service will be informed and will take appropriate action, which could include a Penalty Notice or prosecution.



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Authorised/Unauthorised Absence

Child's Name _____

Class/Year _____

* The pupil's attendance to date: _____%

(*Please strike through remainder of this section if request is granted).

*I do / do not authorise _____ days Leave of Absence from school for a family holiday/other reason.

From _____ to _____

Reason(s) for refusing a request for Leave of Absence (or refusing some days of the request)
(Please add comments)

Does not meet criteria

No further action to be taken

If the pupil is subsequently absent on any of these dates, the Education Welfare Service will be informed and will take appropriate action, which could include a Penalty Notice or prosecution. The absences will be Unauthorised, unless legitimate reasons, in writing, are offered and accepted for the absences.

Signed Executive Headteacher/Headteacher _____

Date _____

(Copy to Pupil's file)

