

**REQUEST FOR TERM TIME LEAVE OF ABSENCE**

Reminder to parents/carers: there is no automatic right to holidays within term time. We believe that children need to be in school to make the most of their education. There are situations which may be authorised, please refer to the Attendance Policy for further details. If your request is not authorised you run the risk of being fined.

School: Wellesley Park School

NAME(S) OF STUDENT(S) 1 ………………………………………………………………….. CLASS ……………………………………..

 2 ………………………………………………………………..... CLASS ……………………………………..

 3 …………………………………………………………………... CLASS ……………………………………..

If you have children in another school who will also require leave of absence please give their names and school.

NAME(S) ……………………………………………………………...................... SCHOOL ………………………………………………….

Please state your reasons for requesting term time leave of absence. If this is because your employer will not grant holiday during school holidays please attach a supporting letter from your employer:

**DATES REQUESTED:**

**FROM: ……………….…………………………. TO: …………………………………………. (inclusive) No of days ……………..**

Please continue overleaf if necessary

 Please continue overleaf if necessary

**Signature Parent/Carer ………………………………………………………………………… Date ………………………………..**

**Please return this form to the school office prior to making any bookings and at least four weeks before the anticipated leave date where possible.**

A confirmation letter will be sent to you once a decision has been made.

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**For office use only:**

**Current Attendance Percentage: 1 ……………… % 2 ……………….% 3 ………………%**

Leave of absence authorised? **YES/NO**