Horbury St Peter's & Clifton CE (VC) Primary School
Shepstye Road, Horbury, Wakefield WF4 5BE
Tel: 01924 302965
Head Teacher: Mr R Tuddenham
E-mail: enquiries@st-peters.wakefield.sch.uk

Notification of Leave of Absence Date ……..

The school has discretionary power to grant leave of absence in exceptional circumstances, but this is limited and cannot be given for extended periods. Please see the statement from the Department of Education below.

Child(ren)'s name(s) …… Address …….

…..…… …….

Class/Classes …….. ……..

I give notice of my intention to take my child(ren) out of school for the dates below:-

Date of first day of absence ……..……

Date of return to school ……

Number of sessions to be missed (1 school day is 2 sessions) ……..

Reason for absence ……..……..

……

Number of sessions missed during current year due to other absence requests ……..

Parent/Carer SIGNATURE ……PRINT NAME ……..

Dear

Thank you for your notification to take your child(ren) out of school on

…….

for a period of ……..….sessions.

This will be regarded as an authorised/unauthorised absence.

Yours sincerely,

Mr R Tuddenham
Head Teacher

Department of Education states "Head teachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a head teacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday. Parents can be fined for taking their child on holiday during term time without consent from the school".