



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

Head Teacher: Mrs Pauline James



Request for leave during term time

Date of request: Name of pupil:

Year Group: Date of Birth:

Address:

I (Name or 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 date of absence (date) returning to school on (date)

Total number of days absent from school:

The Department of Education has made significant amendments to legislation surrounding holidays during term time. Head Teachers **may not** grant 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. Head Teachers must be satisfied that the circumstances are exceptional and warrant the granting of leave.

The local authority (Staffordshire County Council) can and do fine parents for failing to ensure their child attends school.

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

Signed: (Parent/carer making the request)

Printed:

For Office Use Only

Current Attendance (YTD)% Last Year's Attendance

Authorised exceptional circumstances: Head Teacher **Date:**

Unauthorised Holiday: Head Teacher **Date:**

Date letter sent to parent/carer.....