

Brook House Junior School

Westfield Family of Schools Leave of Absence in Term Time Request



Section 1 - To be completed by the parent/Carer

Name of pupil:		Sibling(s) at other schools? Yes No (circle)		
		Name:	Date of Birth:	School:
Teacher:		1.		
		2.		
Name of Parent:			Landline No:	
Email:			Mobile No:	
First day of absence (date):	First day back at school (date):	Number of school days: <input type="text"/>		
Please outline the special circumstances that require your request for leave during term time:				
What steps have you taken to minimise the impact of the leave on your child's learning?:				
Emergency Contact Details whilst on holiday (UK or Abroad):				
Name:			Contact No:	
<ul style="list-style-type: none"> * I confirm that the information on this form is true * I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on the due date * I am aware that if my child does not return to school by the date provided that he/she may lose their place at this school * I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher 				
Signature:		Relationship to child:		Date:

Section 2 - To be completed by school

Date Received:	No. of Days Requested: <input type="text"/>	% Attendance <input type="text"/>
No. of days authorised due to Exceptional Circumstances : <input type="text"/>		
No. of days Unauthorised : <input type="text"/>	The reason this request does not meet the Family of Schools policy:	
Headteacher's signature:	Date processed & returned to parent:	

Please be aware that due to Department of Education regulations on attendance, amended in September 2013, school can only authorise leave of absence in exceptional circumstances