



Willow Wood Community Primary School
Bradbury Road
Winsford
Cheshire
CW7 3HN



E-mail: head@willowwood.cheshire.sch.uk

Headteacher: Susan Tomlinson

Tel: 01606 593896 Fax: 01606 595400

Request Form for an appointment to discuss a proposed leave of absence during term time

The Government's view is that parents\carers do not have a legal right to take children out of school for a holiday. Only in special circumstances may a school grant leave of absence for a holiday during term time; for example a family whose parents\carers work in the Armed Forces.

Name of Child:	Class:
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I request an appointment to discuss authorisation for my child to have a leave of absence from school from _____ until _____, totalling _____ days.

Signed:	(Parent/Carer)	Date:
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Please note:

- Any request for a leave of absence within the academic year will be classed as unauthorised.
 - If an appointment is not made to discuss the proposed leave of absence it will be classed as unauthorised.
 - Authorisation must be applied for in advance. Authorisation will not be given retrospectively.
 - A decision made could later be reversed should conflicting information emerge.
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To be completed at the meeting:

<p>The reason for the proposed <u>leave of absence</u> during term time including mitigating circumstances:</p> <p>Absence is to be considered: Authorised / Unauthorised</p> <p>Signed: _____ Headteacher</p>



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