



Wodensfield Primary School

WOLVERHAMPTON CITY COUNCIL

Woden Avenue, Wednesfield, Wolverhampton WV11 1PW

Telephone: (01902) 556350 Email: office@wodensfield.org

Headteacher: Mrs. S. Walker

Leave of Absence (Holiday in Term Time) Request

This form must be completed by a parent/carer, and returned to the school **AT LEAST 4 WEEKS** before the proposed absence start date. You may be required to produce supporting evidence and/or attend an interview with the Headteacher or senior member of staff. There is no automatic entitlement in law, to have time off to go on holiday in term time.

Where term time absence has been refused and the parent/carer proceeds with the leave, it will be marked as unauthorised. This may be referred to the Local Authority for consideration of Penalty Notice (fine) or other action.

Child's / Children's Details:

Full Name: _____ Class: _____ Date of Birth: _____

Full Name: _____ Class: _____ Date of Birth: _____

Full Name: _____ Class: _____ Date of Birth: _____

Parent/Carer 1 Details:

Full Name: _____

Relationship: _____

Address: _____

Date of Birth: _____

Parent/Carer 2 Details:

Full Name: _____

Relationship: _____

Address: _____

Date of Birth: _____

Details of Absence Request:

From date: _____ To date: _____

Length of Absence (number of school days): _____

Please state the reason for taking your child / children out of school: _____

Parent/Carer 1 Signature: _____ Date: _____

Parent/Carer 2 Signature: _____ Date: _____

Signature(s) are required from parent(s)/carer(s) who live with or have day-to-day care of the child/children

FOR OFFICE USE ONLY: Holiday request received by: _____ Date: _____

Holiday request: GRANTED / NOT GRANTED (please delete, as appropriate)

Reason for authorisation: _____

Headteacher's signature: _____ Date: _____