



Havana Road, Wimbledon, SW19 8EJ

Headteacher: Paul Lufkin
Telephone: 020 8946 4925 Fax: 020 8944 0255
E-mail: school@wimbledonpark.merton.sch.uk
Web site: www.wimbledonpark.merton.sch.uk



Request for Leave of Absence for Exceptional Circumstances during Term Time

It is not advisable to take your child/ren on a leave of absence during term time as this causes disruption to their education. Schools must follow the law in this regard and may only grant leave in exceptional circumstances if certain criteria are fulfilled.

The Pupil Registration Regulations (England) 2006 and the Education (Pupil Registration) (England) (Amendment) Regulations 2013

- Leave of Absence in exceptional circumstances is authorised at the discretion of the Head teacher. (This is not an automatic right of parents/guardians)
Please do not book your leave of absence until authority is given.
Each request for leave of absence will be considered individually.
If the absence is approved by the Head Teacher you will be advised as to how many days the Headteacher has approved for your child's absence.
If the school does not agree the absence and you take the leave without permission or your child is absent for more than the agreed number of days the absence will be unauthorised.
Leave of absence taken without the authorisation of the school may lead to your child(ren) being referred to the Education Welfare Service and the possibility of statutory action and a fine.

I hereby request that (name/s of pupil/s and year group):

.....
be granted leave of absence from school,

Dates of absence From:..... To: Total Days Absence Requested:

The exceptional circumstances for this request are

.....
.....(please enclose evidence if appropriate)

Signed: Date:

Response to Request for Leave of Absence (school use)

- The school will authorise this leave of absence as above.
The school will not authorise leave of absence for the following reasons/s:

.....
.....

and therefore please note if you take your child out of school this will appear as an unauthorised absence on their school record.

Lauren Clogg
Acting Headteacher (for the Governing Body)