



### Havana Road, Wimbledon, SW19 8EJ

Executive Headteacher: Paul Lufkin

Head of School: Lauren Clogg

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**REQUEST FOR PLANNED ABSENCE OF A**

**PUPIL FROM SCHOOL DURING TERM TIME**

The Education Act (Pupil regulations) 1995

The Education (Pupil Registration) (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

**Important**: This form should be completed and signed by the parent or carer of the pupil(s) and returned to the Headteacher **BEFORE** the commencement of the period of absence and **BEFORE** making any bookings regarding the absence. Any leave of absence is authorised at the sole discretion of the school; the law does not say that parents have an automatic right to take their child out of school for holidays during term-time.

As a parent/carer, we ask you to demonstrate your commitment to your child’s education by taking your holidays during the 13 (and a bit) weeks per year of school holidays. Children should attend school for 190 days each year, and every day is important. Please help them not to miss any of this valuable time. Therefore, please note that the School **will not authorise any family holidays during term time**. Leave of absence will be granted in exceptional circumstances only and will be considered on an individual basis.

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

…………………………………………………………………………………………………………………

be granted leave of absence from school,

Dates of absence From:…………..………………………. To: .………………..…..………

The exceptional circumstances for this request are:

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Signed: ………………………………………………… Date: …………………

**Response to Request for Leave of Absence**

 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 (Head of School)