



# Westfield Community School



**\*\*All sections Must be fully completed in CAPITAL LETTERS**

**\*\*\*If None' write None'**

**\*\*\*\* One application per child**

School		Class	
Child's Full Name		Date of Birth	/ /

Address		Post Code	
		Landline Tel No	.
		Mobile Tel No.	

**I would like to request a leave of absence for the above-named child: (One application per child)**

First day of absence from school	/ /	Returning to school on	/ /
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Number of school days absent	
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Head teachers can only authorise a Leave of Absence if they consider that the detail and information **you provide** constitutes an '**exceptional circumstance**'. You **MUST** provide **All the details and information** you would want the Head teacher to consider in deciding if your request can be granted.


(please attach any further detail)



By signing this application, I understand and agree the following:

1. That I am the Parent/Carer with whom the child 'normally resides'.
2. That I understand it is the Head teacher's decision as to what is and what is not an "exceptional Circumstance"
3. That I will ask for and know the Head teachers decision before my child is absent
4. That if I take my child on an unauthorised Leave of Absence the school can request that I and any other Parents/Carers of my child are issued with a Penalty Notice. (a fine of up to £180 in respect of each child and each Parent/Carer,) and/or be subject to further legal proceedings in the Magistrates Court)

Parent/Carer Applicant PRINT NAME		Date of birth of applicant	/ /
Relationship to child			
Parent/Carer Applicant Signature		Date of application	/ /

You must enter the names /dates of birth and address details of every ADDITIONAL adult who holds responsibility and/or Care for your child

Parent/Cares full name	Date of Birth	/ /
Relationship to child		
Address (if different from child's home address)	Post Code	

Parent/Cares full name	Date of Birth	/ /
Relationship to child		
Address (if different from child's home address)	Post Code	



**FOR SCHOOL USE ONLY**

Request Form Complete and Received	Date	/ /	School Staff	
Head Teacher's review	Date	/ /	Outcome	Agreed/Rejected
Applicant advised of outcome	Date	/ /		

How applicant was advised Of outcome (I.E. verbally, by Letter, telephone) School staff may need to provide evidence of the above should Court proceedings follow	

**SCHOOLS REUEST FOR PENALTY NOTICE**

I have read the Leave of Absence Request -Guidance Notes and understand that once requested and issued a Penalty Notice cannot be withdrawn other than in the circumstances detailed.

Yes	No
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Agreed by Head teacher	Date	/	/
Referral to Attendance Team	Date	/	/

Name		Position in School	
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Have you attached a copy of the Students attendance certificate? Yes/No

Have you attached a copy of the rejection letter sent to Parents/Carers Yes/No

