



METROPOLITAN BOROUGH OF CALDERDALE

Woodhouse Primary School

Daisy Road, Brighouse, West Yorkshire HD6 3SX

Tel : 01484 714750

Email: admin@woodhouse.calderdale.sch.uk



Headteacher: **Mrs Anne Crane**

Deputy Headteacher: **Mrs Smaldon**

Assistant Headteacher: **Mr Freeman**

APPLICATION FOR PUPIL LEAVE FROM LEARNING IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

This form should be completed by the parent/carer and returned to the school as far in advance as possible and at least **6 weeks** before the first date of the period of leave being requested. Parents/carers must obtain the school's permission **before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.**

No parent/carer can demand leave of absence as of right. The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Exceptional circumstances are those where the absence is unavoidable and can only be taken at that particular time. Each application is considered individually by the school.

Please note: Headteachers are not expected to class any term time holiday as exceptional

Headteachers must consider the individual circumstances of each case when making a decision on this matter. Where a Headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is final. Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application parent/carers are asked to consider the effect on their child's continuity of education.

Work will not be set for pupils who are absent from school due to holidays.



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Name of pupil(s):

Class(es):

I request permission for my child to be absent from school

From.....To.....Total school days.....

Exceptional circumstances for request:

(This section must be answered in full and against stated criteria. Please provide supporting evidence.)

Signature of parent/carer.....Date.....

For school use only

Attendance last year..... Attendance present year

Previous unauthorised absence.....

Seen by Headteacher (signature).....Date.....

Decision reached.....

Date reply returned.....



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