



Wheelock Primary School
 Crewe Road, Wheelock, Sandbach Cheshire, CW11 4PY
 Headteacher: Mrs Helen Sweeney
 Tel: 01270 845911
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Community, Creativity,
 Challenge and Individuality

Request for Authorised Term-time Leave of Absence

Parents and carers are advised the Headteacher will not authorise any leave of absence during term time unless there are exceptional circumstances. The Headteacher will determine the number of school days a child can be away from school if leave is granted due to exceptional circumstances. The school will consider each case individually. The school will not authorise leave of absence during any examination or assessment periods.

If your child has to be away from school during term time, you will need to complete this form for authorisation to be considered. Permission should be sought **at least four weeks before the date of absence** unless the exceptional circumstance does not allow for this. You will need to make an appointment to meet with the Headteacher. On the day the form is returned to school **you must call in/contact the school office** to arrange this appointment.

Fixed Penalty Notices may be considered appropriate in the following circumstances:

- At least ten sessions (five school days) lost due to unauthorised absence in any two consecutive half terms.
- Unauthorised leave of absence of at least ten sessions (five school days) due to holidays in term time.
- Persistent late arrival at school of at least 10 instances, for example after the register has closed at 09:10, in any two consecutive half terms

Leave of absence can seriously disrupt a child’s progress.

I wish to seek permission for my child/children

_____ to obtain authorised leave of absence. The reason for the absence is _____

(Please state fully the reason for requesting leave of absence)

Date of absence from: _____ Date of absence to: _____

Signature of Parent/Carer _____ Date _____

Office use only: Appointment arranged for: _____

This part of the form should be handed back to parents/carers.

Child’s name:

Leave of Absence from: _____ to: _____
 The School’s Governing Body give authorisation for the above absence from school.

The Governing Body are unable to authorise the above request for absence.

Signed _____ (Headteacher) Date: _____

The Learning for Life Partnership t/a Wheelock Primary School. Registered in England and Wales,

Registration Number 9675372

Registered Office: Shavington Primary School, Southbank Avenue, Shavington, Crewe, Cheshire, CW2 5BP

Unauthorised absences are reported to our Education Welfare Officer. Parents/Carers should be aware that a fixed penalty notice for non-attendance may be issued and will incur a fine of £60 per child per adult if paid within 21 days; or £120 if paid within 28 days. If after 28 days the fixed penalty fine has not been paid you will be summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance.

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28	£120 per parent	£120 per child = £240 per parent
After 28 days	You will receive a summons to appear before the Magistrate Court on the grounds you have failed to secure your child's regular attendance	You will receive a summons to appear before the Magistrate Court on the grounds you have failed to secure your children's regular attendance