

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

WOHL ILFORD JEWISH PRIMARY SCHOOL

Pupils attend school for a maximum 190 days each academic year. Full attendance is vital for your child's educational progress. The school regards absences as a very serious concern and there is an overwhelming connection between those students who are frequently absent and those who go on to underachieve in examinations.

The school will only grant leave in term time in the most exceptional circumstances. Leave taken without permission of the Headteacher will be recorded as unauthorised, and you may be liable to a Penalty Notice resulting in a £60 fine per parent (rising to £120 per parent if not paid within 28 days). Extended leave may result in your child being removed from the school roll.

Name of pupil:

Date of birth: Class

Name of parent/carer

Address

Daytime phone number Mobile phone number

Reason for absence

Date of absence:

From To (inclusive)

I have read and understood the above information:

Signature of parent/carer Date.....

TO BE COMPLETED BY SCHOOL:

Leave authorised Leave unauthorised

Penalty Notice to be issued YES/NO

Child to be removed from school roll YES/NO

Signature of Headteacher