



WOODFIELD SCHOOL

Malmes Croft, Leverstock Green
Hemel Hempstead, Hertfordshire, HP3 8RL
Telephone: 01442 253476

Email: admin@woodfield.herts.sch.uk
Website: www.woodfield.herts.sch.uk

Headteacher:
Mrs Kate Marrs-Gant MA(Ed)

Request for leave of absence

As a parent or carer, you should fill in this form if you want to take your child out of school during term time due to **exceptional circumstances**.

Under new regulations, 'The Education (Pupil Registration) (England) (Amendment) Regulations 2013', schools no longer have the discretion to grant leave of absence during term time unless there are exceptional circumstances. Headteachers no longer have the discretion to allow up to 10 days in a school year for a family holiday or to agree extended leave for parents to visit their country of origin.

After completing the form, please return it to the Headteacher no less than two weeks, where possible, before the date when you want the period of absence to start. If you wish to write to the Headteacher regarding your reasons, please attach your letter to this form or, if you wish to meet with her, please contact the school office on 01442 253476 to make an appointment. An email will be sent confirming whether your request has been granted.

Parents are not entitled to remove children from school for holidays as of right.

Permission will not be given if it is applied for after the holiday has taken place and such absences and absences not applied for will be classified as unauthorised and you may be fined, or legal action taken against you.

I request that (*name of child*).....be granted leave of absence from Woodfield School due to exceptional circumstances.

Dates (*from*)..... (*to*)

Reason for absence (including exceptional circumstance).....

.....
.....

(*Signature of Parent/ Guardian*) Date

APPROVED / NOT APPROVEDHeadteacher

