



Woodside Junior School
Headteacher Mrs Dorota Milner



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APPLICATION FOR EXTRAORDINARY LEAVE OF ABSENCE

- Extended absence of any child from school is detrimental to their education and authorisation is only granted in extreme circumstances.
- When a child is absent due to leave of absence, whether authorised or not, the information is passed to the Education Welfare Service who may decide to issue a fine or prosecute.
- We will respond to this request in writing – you are advised to wait until you have received this response before making any arrangements or making any payments.

FAMILY HOLIDAYS DO NOT QUALIFY LEAVE OF ABSENCE

The Governing Body cannot authorise leave except in extreme circumstances – logistical difficulties at home do not qualify.

I request permission from the school's Governing Body for Extraordinary Leave of Absence for my child.

Child's Name _____ Class _____

From _____ to _____ (_____ days of absence in total)

Please give details and reasons for the proposed absence: _____

Signature of Parent/Guardian: _____ Date: _____

The completed form should be submitted to the Headteacher **not less than one month before the proposed period of absence**. Parents should also discuss this with the class teacher before submitting this form.

The Governing Body will carefully consider your request and may take your child's attendance records into account. If permission is refused any absence for the above period will be recorded as unauthorised absence.

Permission will not be granted for any leave of absence immediately prior to or during assessment or examination periods.

For Office Use :

Academic Year		Total no. of session absences to date	
No of sessions (half day) school has been open in year to date		No. of authorised session absences to date	

