



HOLMLEIGH PRIMARY
SCHOOL
DUNSMURE ROAD
LONDON
N16 5PU

TEL: 0208 802 7420
E-MAIL: admin@holmleigh.hackney.sch.uk
HEADTEACHER: Margaret-Mary Boateng
SENIOR ADMIN OFFICER: Jane Poole

REQUEST FOR LEAVE OF ABSENCE DURING THE SCHOOL TERM

REQUEST FORM		
I am writing requesting permission to take exceptional leave of absence for the child/ children named below:		
Name of child/ren:		
Class/es:		
Period of Absence:	From:	To:
Number of School day absent:		
Date of return to school:		
Destination:		
Reason for request for exceptional leave:		

Brothers/Sisters requesting exceptional leave from other schools:		
Name:	Year group/ class	School:

Details of person to be contacted if your child does not return to school on the agreed date:	
Name of contact person:	
Telephone no. of contact person:	
Email address of contact person:	

Parent career/ Signature..... **Date:**.....

ADMINISTRATIVE USE ONLY	
Parents request for exceptional leave:	
Request for leave authorised? YES / NO	
Head teacher notes:	Register mark:
Date of response to parent:	



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Information for parents

- Only the headteacher can authorise leave of absence during term time requests. Completing this form will not give you automatic permission to take your child on leave during term time. The headteacher will consider your request and give you a decision in writing within a week from the date of which the request was made.
- As a parent/carer, you must complete this form if you want to apply for absence for your child during term time. You can discuss your request with the headteacher before you book or buy your tickets if you wish. The Local Authority strongly advises headteachers not to authorise leave absence requests, and it is unlikely that your request will be approved.
- The conditions under which leave of absence may be granted are contained in the education (Pupil Registration) (England) regulations 2006.
- If your child is taken out of school during term time without authorisation from the headteacher you will be referred to the Local Authority. The Local Authority may prosecute you in the Magistrates Court under the terms of section 444 of the education Act 1996 or, as an alternative, issue both parents with a penalty notice.
- If the headteacher does authorise leave of absence during term time, your child MUST return to school on the agreed date. If your child does not return to school on the agreed date the whole period of absence will be classified as unauthorised, in which case you will be referred to the Local Authority and incur the penalties outlined above.
- If your child does not return to school within 10 school days of the agreed date, your child may be removed from the school roll and the admissions register. You must inform the school immediately if your child's return is going to be delayed. Failure to inform the school might mean that you would have to re-apply for a space at the school for your child. There might not be a place available for your child and you will need to find a place at another school.