



West Moors Middle School

Heathfield Way, West Moors

Ferndown, Dorset, BH22 0DA

Telephone: 01202 872474

Email: office@westmoorsmid.dorset.sch.uk

www.westmoorsmid.dorset.sch.uk

Request for a leave of absence in term time due to exceptional circumstances

Following amendments to the Education (Pupil Registration) (England) Regulations 2006, which came into effect on the 1st September 2013, schools are only allowed to grant leave of absence from school in exceptional circumstances.

In making a request for leave of absence from school in term time, you will need to explain why the circumstances are exceptional, and therefore why the activity cannot be undertaken either at a weekend or within the normal 13 weeks holiday your child has from school. What amounts to exceptional circumstances is to be decided by the Headteacher and Attendance Lead. Headteachers have no discretion to grant a leave of absence during term unless there are genuinely exceptional circumstances. The fundamental principles for defining exceptional are 'rare, significant, unavoidable and short; 'unavoidable' should be taken to mean an event that could not reasonably be scheduled at another time.

If you take your child out of school without permission, the absence will be recorded as an unauthorised leave of absence, which may result in a request being made to the Local Education Authority to issue a Fixed Penalty Notice.

You are advised not to make any arrangements until your request has been considered.

This form should be returned to Mrs Beavan via the school office email at office@westmoorsmid.dorset.sch.uk

Section A - Request Details

I am making a request for my child _____

DOB: _____ in Class _____ to be granted leave of absence

in term time from _____ to _____ inclusive

Section B - Siblings Details

If you will also be making a request for leave of absence for a sibling(s) please enter their name and school below, otherwise continue to Section C

Sibling 1: _____ School: _____

Sibling 2: _____ School: _____

Sibling 3: _____ School: _____



Head Teacher: Dr D Craddock PhD MA BSc (Hons) NPQH



Section C - Supporting Statement

Please explain why you are applying for an authorised leave of absence during term time. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on an extra sheet of paper and attach it to this form.

Section D – Signature

I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Name _____ Signature _____ Date: _____

Address _____

Contact Number _____

Section E - School Use Only (Tick as appropriate)

Request granted for _____ number of days between the following dates _____ and _____ expected return date to school will be _____

Request not granted

Request not granted. School to request Penalty Notice to be issued.

Headteacher/Attendance Lead: _____

Date: _____