



Westfield Primary School
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Headteacher: Mr Simon Mills
Deputy Headteacher: Mr Chris Chorley

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REQUEST TO TAKE A SCHOOL CHILD ON LEAVE OF ABSENCE DURING TERM TIME

PLEASE REMEMBER

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

I would like to take my son/daughter on leave of absence,

Dates - From to

This leave must be in term time because:

.....

.....

Signed (Parent/Guardian) Date

Authorised by (Headteacher) Date

**This form must be completed and returned to school,
No less than 2 weeks before the planned absence.**

Dear Parent/Guardian,

Re:(Child's name)

Further to your recent request for leave of absence.

CURRENT ATTENDANCE %

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Leave of absence authorised between and
Please ensure that your child returns to school promptly following your leave of absence as failure to do so may result in their removal from the school roll.

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Leave of absence refused. Any absence from school between and will be marked as unauthorised and referred to the Education Welfare Service who may issue a Penalty Notice of up to £100 (S.444(1) Education Act 1996).

Signed (Headteacher) Date: