



Westfield Primary School and Nursery  
Longfellow Road  
Radstock  
BA3 3XX



"This is a  
good school."  
Ofsted 2015

Headteacher: Mr Simon Mills  
Deputy Headteacher: Mrs Vicki Bowery

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

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: .....

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.

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.

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:.....

