

ELLWOOD COMMUNITY PRIMARY SCHOOL

Bromley Road  
Ellwood  
Coleford  
Glos  
GL16 7LY

Tel No. 01594 833232  
Fax No. 01594 833232  
Email: admin@ellwood.gloucs.sch.uk  
Website: www.ellwoodschool.co.uk



Headteacher: Mrs Donna Milford

**REQUEST FOR LEAVE OF ABSENCE FOR A CHILD DURING TERM TIME**

You should not expect your child's school to agree to a leave of absence in term time. Taking a leave of absence during term time means that children miss important school time – both educationally and for other school activities. It will be difficult for them to catch up on work later on. Parents do not have a legal right to take children out of school. It is up to the discretion of the school to authorise absence in a school year. Each application is considered individually, taking into account factors like the reason for the leave, it's timing and the child's attendance record.

I request leave of absence for my son/daughter \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

This leave of absence in term time is because: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Authorised By \_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_

**This form must be completed and returned to the child's school  
no less than 2 weeks before the planned absence.**

✂ \_\_\_\_\_ ✂ \_\_\_\_\_ ✂ \_\_\_\_\_ ✂ \_\_\_\_\_ ✂ \_\_\_\_\_ ✂ \_\_\_\_\_ ✂ \_\_\_\_\_

Dear Parent / Guardian

Re: \_\_\_\_\_ (Child's name)

Current Attendance %
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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 the absence, as failure to do so can result in their removal from 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 £60 to £120. (Section 23 of Anti-social Behaviour Act 2003 and Section 103 and 105 of the Education and Inspections Act 2006 and the Education (Penalty Notices) (England) Regulations 2007 (S.I 2007/1867)

Signed: \_\_\_\_\_ (Headteacher)

Date: \_\_\_\_\_