

OAKWOOD PRIMARY SCHOOL

117 TENNYSON ROAD, LUTON, BEDS, LU1 3RR

REQUEST FOR LEAVE OF ABSENCE OUTSIDE OF HOLIDAY DATES.

Parents do not have the right to take their children out of school during the term time. By law you must ask for permission for your child to miss any school. In EXCEPTIONAL CIRCUMSTANCES limited leave may be granted at the Head teacher's discretion. Any leave taken without prior consent will result in referral to the Education Welfare Officer and a penalty notice of £60 served from Luton Borough Council.

Parents applying for their child to leave from school must complete this form and submit it to the school office at least three days before the proposed absence. Please ensure you allow for 2 working days for consideration, after which time a copy of this form can be collected from the office with the decision.

Full name of child/ren 1) _____ Year group _____ 2) _____ Year Group _____ 3) _____ Year Group _____
Full name of Parents a) Mother _____ b) Father _____
Address
Telephone number
Reason for taking child out of school (please provide full details)
Please provide dates from when your child will be absent: Dates From: _____ Dates To: _____
Parent signature: _____ Date: _____

OFFICE USE:

Would she/he miss any national tests or examinations?	Yes	No
Has she/he already had leave during term time this school year? If yes, then give date and number of school days absent?	Yes	No
	Dates:	
Did she/he take leave during term time in the previous school year?	Yes	No
	From date:	To date:
Date received:	Number of days requested:	
School holiday days approved:	School holiday days not approved:	
Comments:		
Head teacher signature:		