

**Westfield Family of Schools EMMANUEL JUNIOR ACADEMY**  
**Leave of Absence in Term Time Request Form**

<p>Name: <input style="width: 90%;" type="text"/></p> <p>Form or class: <input style="width: 80%;" type="text"/></p> <p>Year: <input style="width: 80%;" type="text"/></p> <p>Siblings in this or other schools (name, dob, school attending ):</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Name and address of Parents or Carers:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Telephone number:</p> <p>_____</p> <p>Mobile number:</p> <p>_____</p> <p>Email:</p> <p>_____</p>	
<p><b>Requested dates of absence from and to (inclusive):</b></p> <p>From: _____ to: _____ Number of school days: -----</p>		
<p>Outline the <u>exceptional circumstances</u> that require your request for leave of absence during term time</p>          <p>What steps have you taken to minimise the impact of the leave on your child's learning?</p>          <p>Emergency Contact Details (UK and Abroad) - name, telephone number &amp; relationship.</p> <p>UK:</p> <p>Abroad:</p>		
<ul style="list-style-type: none"> <li>I confirm that the information on this form is true</li> <li>I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date</li> <li>I am aware that if my child does not return to school by the date provided that he/she may lose their place at this school</li> <li>I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher.</li> </ul>		
<p><i>Signed by parent/carer</i></p>	<p><i>Print name &amp; relationship to child</i></p>	<p><i>Date</i></p>

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<b>FAO The Attendance Officer</b> <b>School use only</b>	Date request received: _____						
<p>Has the request been discussed with the parent/carer? <span style="float: right;">Date: _____</span></p> <p>No of school days requested: _____</p> <p>Current Attendance figure _____ %</p> <p>If during Autumn or Spring Term, please record previous year's figure here _____ %</p> <p>Is leave of absence authorised? <span style="margin-left: 150px;">YES / NO</span></p> <p>Number of days authorised: _____ <span style="margin-left: 100px;">Number of days unauthorised: _____</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; padding: 5px;">NO</td> <td style="width: 10%; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Does not meet School Policy</td> </tr> <tr> <td style="padding: 5px;">YES</td> <td style="padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Exceptional circumstances</td> </tr> </table> <p>Reason for leave of absence not being authorised, please indicate:</p> <p style="margin-top: 20px;">Date of decision letter sent to parent/carer: _____</p>		NO	<input type="checkbox"/>	Does not meet School Policy	YES	<input type="checkbox"/>	Exceptional circumstances
NO	<input type="checkbox"/>	Does not meet School Policy					
YES	<input type="checkbox"/>	Exceptional circumstances					
<p><b>Schools cannot authorise leave of absence including term-time holidays unless there are exceptional circumstances. 5 or more consecutive days of unauthorised absence will result in the issuing of a fixed penalty notice regardless of the child's previous attendance record</b></p>							
Signature: _____	Date: _____						