



Wallington  
County Grammar School

Dear Parents/Carers

### **REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

The Department for Education has amended the regulations and guidance in relation to absences in term time. There is no automatic right to take your son or daughter out of school during term time.

The Department for Education's regulations and guidance only allow a Headmaster to grant a leave of absence if there are **exceptional circumstances**. When determining whether or not an absence in such circumstances can be authorised, the Headmaster will also determine the number of days a child can be away from school *if* the leave is granted.

If you consider that your request falls into this category, you will need to complete the **Student Leave of Absence** form on the reverse of this notification. A response will be sent to you as soon as possible. If the absence requested is not considered to be an exceptional circumstance but you nevertheless take your daughter out of school, the absence will be recorded as unauthorised in line with Local Authority guidance.

**Therefore, in the case of an unauthorised absence, our School Attendance Officer will be notified and a Penalty Notice could be issued. Please note that Penalty Notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the Penalty Notice remains unpaid, this will result in further legal intervention.**

**All absence requests must be completed on the Student Leave of Absence form, letters will not be accepted.**

Any absence from school will disrupt your son or daughter's learning. You may consider some absences to be educational but your son or daughter will still miss out on the teaching that his or her peers will receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed.

I hope you will support our efforts to raise attendance and attainment at our school.

Yours sincerely,

Mrs D Owen  
Deputy Headteacher



**Wallington**  
County Grammar School

**REQUEST FOR ABSENCE DURING TERM-TIME**

**Name of student** .....

**Form of student**.....

**Period of absence:**

**From:** ..... **to**.....

**Reason for absence:**

.....  
.....

**Signed**..... **Date** .....  
**(Parent/Carer)**

Holidays and casual absences will be recorded as 'unauthorised absence' as we do not allow holidays during term time. Parents/Carers should be aware that such absences may be detrimental to a student's education, and staff cannot be expected to undertake work to compensate for what has been missed.

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**TO BE RETURNED TO PARENT/CARER**

Permission has/has not been granted for (student's name).....

for absence during the period from..... to .....

Their absence will be recorded as authorised/unauthorised.

**Signed** ..... **Date** .....

Du vessa Owen, Deputy Headteacher  
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