

## Whitehouse Primary School Leave of Absence Request

### A separate application must be completed for each child

#### CHILD'S DETAILS

Full Name:

Date of Birth:

Class:

**Absence Date From:**

Total Number of School Days  
Requested:

**Absence Date To:**

#### Please specify the reason for the absence below:

*Whitehouse Primary School does not authorise leave within term time. Missed lessons means missed learning. Any unauthorised leave of 5 days or more (over a 12 week period of time) will be referred to the Local Authority for action resulting in a Fixed Penalty Notice of £60 per child, per parent.*

☐ Family Holiday (please specify and attach evidence) .....

☐ Religious Observation (please specify and attach evidence) .....

☐ Bereavement or Funeral (please specify relation, we may request evidence) .....

☐ Educational Visit (please specify where and attach evidence) .....

☐ Sporting Activity (please specify where and attach evidence) .....

☐ Other (please specify reason and attach evidence) .....

#### Please use this box to provide us with any additional information - *Whitehouse Primary School must receive as much supporting evidence as possible to give consideration to your request for leave of absence.*

The information given in this form is accurate and will endeavour to inform Whitehouse Primary School of any changes to the details given at the earliest opportunity.

Signature of Parent/Guardian .....

Print Name .....

Date .....

#### OFFICE USE ONLY

Current attendance: ..... % Total Days: .....

The following amount of days are: Unauthorised .....  
Authorised ..... (As exceptional circumstances)

Signed by Deputy Head: ..... Date: .....

#### Data Protection Statement

Please note that personal details supplied on this form will be held and / or computerised by Whitehouse Primary School for Education purposes only. The information will be disclosed and held by the Local Authority and the DfE (Department for Education). Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes. For full details on how we process personal information, please see our privacy notices which are posted on our website.