The Willows

Greatbatch Avenue, Penkhull, Stoke-on-Trent ST4 7JY



Web: www.willowsprimary.com Email: office@willowsprimary.com Tel: (01782) 233280 Fax: (01782) 233282 Head Teacher: Mrs S Thursfield Deputy Head: Mrs C Beltran Assistant Head: Mrs A Ball

REQUEST FOR ABSENCE DURING TERM TIME

This form should be completed at least 2 weeks in advance of a proposed period of absence by the parent with whom the child normally resides. In line with the Government and local Authority guidance no holiday leave can be authorised during term time. You will be advised if requested leave will cause an impact that is of concern and may lead to further statutory action.

I wish to apply for leave of absence during term time for my child:

Name of child	Class	
First day of leave requested/20 Last day/20		
My child will return to school on//20		
Country visiting:		
Reason for Request:		
Parent Name: (PRINT)		
Parent Signature:	/20	
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		
The above leave is authorised/not authorised (delete as applicable), in accordance with the school's procedures and attendance policy, available from the school website.		
Signadu	Data form resolved	

Sianed:	Date form received
Amy Rudge,	
Punil Support Officer	

