

**Executive Headteacher:**
John Grove **Headteacher:**
Séana Henry

**Wix's Lane, Clapham Common North Side, London SW4 OAJ**

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**Request for Leave of Absence**

The [**Education (Pupil Registration) (England) (Amendment) Regulations 2013**](http://www.legislation.gov.uk/uksi/2013/756/contents/made) make clear that the Headteachers **may not** grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. **Parents could be fined for taking their child on holiday during term time without consent from the school.**

Please provide enough information for an informed decision to be made.

* The nature of the absence
* The duration of the absence
* The circumstances of the family

It would be helpful if parents would bear the above points in mind when completing their part of this form.

Parents should complete this section of the form before the period of absence and return it to the school office for the attention of the Headteacher, for consideration.

**To: Headteacher at Belleville Wix Academy**

Name of Child: Class:

I request permission for Leave of Absence for my child for the following reasons:

My child will be absent from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ returning to school on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: Date: (Parent/Carer)

**Please note that forms are open to inspection by Wandsworth’s Educational Welfare Officer**

Leave of absence has been approved/disapproved by the Headteacher

Comments:

Signed: Date: (Headteacher)