



Elmstead Wood Primary School
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Mottingham
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LEAVE OF ABSENCE REQUEST (to be completed 14 days prior to the absence)

Please read the following before completing this form.

1. Leave of Absence will not be granted during the school year. In the case of exceptional circumstances, a meeting must be arranged by the applicant with the Pupil Support Lead. Evidence of exceptional circumstances must be produced. Examples of exceptional circumstances are outlined in our Attendance Policy.
2. An accumulation of unauthorised leave of absence over a school year will result in the school applying for a Penalty Notice to be issued by the London Borough of Bromley.
3. A Leave of Absence must be completed for all religious holidays.
4. Please be aware that for all unauthorised leave of 10 sessions or more we will apply to the London Borough of Bromley for a Penalty Notice to be issued.

Leave of Absence will not be authorised for any reason during statutory assessment periods: Year 1 Phonics Screening, Year 4 Multiplication Tables Check, Year 6 SATs.

Name.....

Class.....

Leave of Absence is requested from.....to.....

Number of school days to be missed.....

Please give a reason for requesting leave in term time or attach a written request.

.....
.....
.....

Signed.....(Parent/Guardian)

Date.....

For Official Use: Percentage attendance to date..... Attendance Profile attached Yes/No Record of Decision:

Authorised in full.....days Authorised in part for Days

Unauthorised for.....days

Signed on behalf of the Head Teacher.



No Barriers to Excellence



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