

Westdale Junior School
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Head of School
Ruth Kyle BA (Hons), PGCE, MCCT
Executive Head Teacher
Celia Smith BEd (Hons)



APPLICATION FOR LEAVE OF ABSENCE

Westdale Junior School part of the Nova Education Trust, the Local Authority and Central Government strongly recommend that parent/carers do not take their children out of school during the School term.

Due to changes in Government legislation Westdale Junior School will no longer authorise holidays in term time.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that schools can no longer grant any leave of absence during term time unless there are exceptional circumstances.

All applications must be made in advance and are treated on a case by case basis.

Westdale Junior School expects pupils' attendance to be above **98%** for 12 months prior to any leave of absence request. Any requests submitted for pupils with attendance below this level may not be granted.

Westdale Junior School has the right to refuse any request for leave of absence and if your child fails to attend during the dates stated on the application form they will incur a 'G' registration mark which denotes as an unauthorised absence.

Please note if your request is refused and you still take your child out of school on these dates, a request will be made to the Education Welfare Service for a Penalty Notice to be issued.

Penalty notices are issued per parent per child. They are £60 if paid within 21 days rising to £120 if paid after 21 days but before 28 days. If the penalty notice remains unpaid then the Local Authority may instigate legal proceedings against you under section 444(1) of the Education Act 1996. If found guilty of this offence you could be fined up to £1000

The School will inform you by letter if your request for Leave of Absence has be granted or refused.

I, being the parent/carer/guardian of:

PUPIL'S NAME CLASS

Wish to request Leave of Absence from School for the pupil named above for the reason of:

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.....
.....

DATES REQUESTED FOR LEAVE OF ABSENCE

FROM TO

ADDRESS OF DESTINATION

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

CONTACT NUMBER

.....

SIGNED DATE

.....

For Office Use only

Outcome of request

Authorised

Unauthorised

Signed..... Date.....