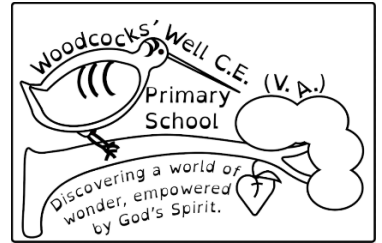


Headteacher: Mrs S. Beckett
Church Street
Mow Cop
Stoke-on-Trent
ST7 3NQ
Tel: 01782 512323

Email: head@woodcockswell.cheshire.sch.uk



Request for Leave of absence form

Note to parents: Holidays taken during term will not be authorised unless in exceptional circumstances. Please read the information from Cheshire East with regards to taking children on holiday during term time. If you have requested leave for an 'exceptional circumstance', the maximum number of sessions which can be authorised by the Headteacher during the course of the year is 10 sessions.

Completion of this form **does not guarantee** the leave of absence will be authorised.

I wish to seek permission for my child/children

Name: Class:

Name: Class:

Name: Class:

to obtain authorised absence from school

Dates from to Total

For the reason:
.....
.....
.....

Signed (Parent/Guardian) Date.....

Signed (Parent/Guardian) Date.....

****** Please note both parents must sign the form where parental responsibility is held******

For completion by the school. Copy sent to parent and one kept in school records.

The School's Governing Body give authorisation for the above absence from school.

The Governing Body are unable to authorise the above request for absence.

Reason declined:-

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

Signed _____ (Headteacher) Date _____