



**Pitmaston Primary School**  
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**Mrs K L Wilcock**  
Headteacher

*Please read the following information carefully before making your request.*

*Forms should be submitted 2 weeks prior to the absence being requested. We aim to respond within 5 working days.*

## LEAVE OF ABSENCE REQUEST FORM

*The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. (Working together to improve school attendance, 2024).*

Dear Parents/Carers,

At Pitmaston Primary School we believe that promoting positive school attendance is everyone's responsibility. Absence during term time is disruptive to a child's education and has a detrimental impact on their educational and social achievement. However, we understand that occasionally there might be **exceptional circumstances** where you need to take your child out of school during term-time.

Please complete this form, providing as much detail as possible, to seek permission to take your child out of school during term time. Leave of **absence will only be granted in exceptional circumstances** (please refer to Working together to improve school attendance, 2024: section 37.). The granting of leave of absence in school term time is, by law, a matter for consideration and decision by the school. We will consider each application for a leave of absence individually, taking into account the specific facts, circumstances and relevant background context behind each request.

There is no automatic right to any leave in term time. The Department for Education (DfE) and Worcestershire County Council (WCC) policy is that family holidays should not be taken in school term time.

Where parents have children in more than one school a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made.

In separated families, when a leave of absence request is received, the response letter – agreeing or refusing – will be sent to the requesting parent/carer. Where the child resides with both parents at different addresses, as part of a shared contact arrangement, we would expect this information to have been shared between both parties.

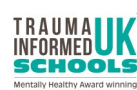
Please note, with effect from 19<sup>th</sup> August 2024 the Government has made changes to penalty notice fines for school non-attendance. As a school we are asked to inform you that, in line with Worcestershire County Council Policy, unauthorised absence may be subject to a penalty notice fine, per parent, per child of £160 if paid within 28 days, reduced to £80 if paid within 21 days for a first time absence. If a second period of unauthorised absence occurs within a 3-year timescale, this is subject to a penalty notice fine, per parent, per child, of £160 to be paid within 28 days. Failure to make payment of penalty notices issued may lead to court proceedings.

The third period of unauthorised leave of absence incurred within 3 years of the first penalty notice issued; a further penalty notice will not be issued. If suitable, the matter will be presented to the Magistrates' Court under S4441 Education Act 1996. Cases found guilty in the Magistrates Court could result in a fine up to £1,000 per parent, per child, and will also hold a criminal record for failing to secure regular attendance.

Yours sincerely,

*K. Wilcock*

**Mrs K. Wilcock**  
Headteacher



**PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL OFFICE.**

WHEN YOUR CASE HAS BEEN REVIEWED YOU WILL RECEIVE A RESPONSE LETTER AND A MEMBER OF STAFF MAY BE IN TOUCH TO DISCUSS THE DECISION WITH YOU.

I seek permission for a leave of absence during term time for:

<b>Child's full name:</b>			
<b>Child's class:</b>		<b>Child's age at time of leave:</b>	
<b>From:</b>		<b>To:</b>	
<b>Total number of school days missed:</b>			

The exceptional circumstances and reason for this request are:

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Please tick as appropriate:

- I do not have (an)other child(ren) at (an)other school(s)
- or*
- I do have (an)other child(ren) at (an)other school(s)  and their details are as follows:  
 Full name(s) .....
- School(s) attended.....

Parent/Carer 1	Parent/Carer 2
Signature:	Signature:
Print name:	Print name:
Date:	Date:

**FOR OFFICE USE:**

Date form received at the office	Date of Attendance Panel meeting	Outcome	Register code	Date of response letter	Noted on register
		<i>Authorised / Unauthorised / Partial</i>			