

 **Westdale Junior School**  
Westdale Lane  
Mapperley  
Nottingham  
NG3 6ET

 +44 (0) 1159 534707  
 www.westdalejuniors.co.uk  
 office@westdalejuniors.co.uk  
 @WestdaleJunior

**Head Teacher**  
Ruth Kyle BA(Hons), PGCE, MCCT



## 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. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 which state that schools can no longer grant **any** leave of absence during term time unless there are exceptional circumstances. As such, Westdale Junior School **will not** authorise holidays during term time

All applications for leave during term time for **any** reason, including holidays, 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 for absence of any nature 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 this period, they will incur a 'G' registration mark which denotes 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 **£80 if paid within 21 days, or £160 if paid within 22-28 days for each child who is absent.** 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. For more information on fines for absence, please access the link below to an informative page on the .gov website: <https://educationhub.blog.gov.uk/2024/08/19/fines-for-parents-for-taking-children-out-of-school-what-you-need-to-know/>

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:

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

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.....