

**WOLLASTON PRIMARY SCHOOL  
UNAUTHORISED LEAVE OF ABSENCE**

You have requested a leave of absence for a holiday for which you will need to complete the form below. This will be recorded as an **unauthorised absence** as the Department for Education has stipulated that term time holidays can no longer be authorised. We would like to ask you to carefully consider the implications of taking your child out of school, as any break in schooling is proven to be both disruptive and unsettling for your children.

We actively discourage term-time holidays and would ask that you should only book future holidays within the school holiday times. The Department of Education tightened attendance guidelines which means that parents who fail to ensure their child's regular attendance at school will be referred to the County Council's Education Entitlement Team who have the power to prosecute and fine £60 to each parent for each child eg a two-parent family with two children could be fined £240 if they have more than 5 days unauthorised absence.

We trust you will endeavour to support us and ensure any break in schooling is kept to a minimum.

Yours sincerely

Zoe Richards  
**Headteacher**

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Please return this section to the school.

Name of pupil: \_\_\_\_\_ Class: \_\_\_\_\_

Period of absence from: \_\_\_\_\_ To: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

I understand that the period of absence will be **unauthorised** and more than 5 days of unauthorised absence or an attendance percentage below 85% could result in a fine from the County Council's Educational Entitlement Service.

Signed: \_\_\_\_\_ Parent/Carer (please print): \_\_\_\_\_

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**FOR OFFICE USE**

To be returned to the parent/carer of: \_\_\_\_\_ Class: \_\_\_\_\_

As you are aware I cannot authorise any request for a holiday in term time however, I can confirm that the absence has been noted and will be recorded as unauthorised.

Yours sincerely  
Zoe Richards  
**Headteacher**