



COLTON HILLS COMMUNITY SCHOOL

MANY MINDS, ONE MISSION

Jeremy Road, Wolverhampton WV4 5DG - Head Teacher: Ms J Hunter

Tel: 01902 558420 Email: coltonhillsschool@wolverhampton.gov.uk

LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

New Legislation introduced in September 2013 states that any application for ‘holiday’ must be in exceptional circumstances and must be approved by the Headteacher. The Headteacher must be satisfied that the circumstances warrant the granting of leave.

The current law does not allow parents to take their child(ren) out of school in term time. Parents can be fined for taking their child(ren) out of school during term time without consent from the school.

Parents who wish their children to be granted leave of absence in accordance with the Regulation must complete the form below and forward it to the Headteacher at least twenty-one days before the start of the holiday.

To the Headteacher:

I request that my child **(NAME)** **Form** **Year Group**

(Home Address)

be granted leave of absence from day of (month).....2023/2024

until day of 2023/2024 (both dates inclusive) in order

that they may take part in an annual holiday when their address will be:-

(Please give details of “exceptional circumstances” for a period in excess of two weeks.)

Signature of Parent/Carer: **Date:**

Parent/Carer Name: _____ Date of Birth: _____

Parent/Carer Name: _____ Date of Birth: _____

Office use only:

Co-ordinator’s Authorisation	Headteacher’s Authorisation	Marked in Register	Letter sent (if over 2 weeks)
------------------------------	-----------------------------	--------------------	-------------------------------

Current percentage attendance: ----- Date -----

Head Teachers Reason for Decline: