



Naphill and Walters Ash School
Kilnwood, Walters Ash, High Wycombe, Bucks, HP14 4UL
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Application for Term Time Leave of Absence

All applications for term time leave of absence will be viewed in line with Naphill and Walters Ash School's Attendance Policy. The policy is available on the school's website.

Parents do not have an automatic right to remove their child from school during term time and are strongly advised not to do so. Parents should be aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year.

At Naphill and Walters Ash School, leave of absence requests will be unauthorised unless there are exceptional circumstances.

All requests for leave of absence will receive a written response. If authorised, the expected return date will be made clear, and if your child fails to return on that date, the Education Welfare Service will be contacted, unless the school has been informed of any delay.

If the permission to take a leave of absence is not granted and the pupil is absent, the absence will be **unauthorised**. You may be referred to the County Attendance Team who will decide whether to issue a penalty notice.

Name of pupil _____ Class _____

Proposed dates of absence from _____ to _____ (no. of days incl) _____

Reason for absence (a separate sheet may be attached if necessary or continue overleaf)

I am also applying for a term time leave of absence for _____ who attends Naphill and Walters Ash School.

I am also applying for a term time leave of absence for _____ who attends _____ School.

Signed _____ Date _____