**REQUEST FOR LEAVE FROM LEARNING DURING SCHOOL TIME**

Regulations came into effect relating to parents taking children out of school during term time from 1st September 2013. The regulations make it clear that Headteachers can only grant leave from learning during term time in “exceptional circumstances”. There is only a very small amount of discretion under “exceptional circumstances” and it does not include family weddings, get-togethers, holiday availability, birthday treats, sporting events or extended weekend breaks.

If you take your child out of school and approval has not been granted the absence will be recorded as unauthorised. Parents commit an offence if the absence is unauthorised and a referral may be made to the Education Welfare Service for a Penalty Notice to be issued without further notice. Our policy is line with most other local and city-wide schools. Westbury Park School does not in any way financially benefit if a penalty is issued.

Please complete the form below and hand into the School Office or email to [westbury.park.p@bristol-schools.uk](mailto:westbury.park.p@bristol-schools.uk) together with a supporting letter in order that we may consider your request and inform the class teachers of any absences.

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Name of Child(ren):

Year Group(s):

Dates of requested leave:

Reasons for leave request:

Name:

Date: