



Woolwich Polytechnic  
School for Boys

Headteacher: Mr T Lawrence BA (Hons) NPQH

### **Leave of Absence**

Dear Parent/Carer,

Whenever a parent/carers wants to take their child out of school for what they consider is an exceptional circumstance, they must advise the Head teacher of the date(s) and time and request a 'Leave of Absence'.

Leave of Absence, that the Head teacher may authorise as an exceptional circumstance include (but not limited to);

- An appointment that cannot be made outside of school time.
- An emergency
- An unavoidable cause

Any evidence to support the necessity of absence, should be provided to the school.

**Holidays taken in term time** are 'not deemed exceptional circumstances' and will 'not be authorised'.

There is no automatic entitlement in law to have time off school, to go on holiday/an overseas trip.

The time lost from education means that children miss vital parts of their learning and are then at risk of falling behind with their studies and peers. This for some children, can have a huge impact on their ability to catch up and attain to the best of their academic ability.

If as a parent/carers, you choose to take your child out of school, during term time, for a holiday, please complete the Leave of Absence Request Form, together with proof of travel and provide it to the school office for the attention of the Head teacher.

Whilst, the leave of absence will not be authorised, school representatives will be aware of the reason for your child's absence and safeguarding procedures may not be initiated.

***Please note;***

The School's Attendance Policy, clearly states that holidays taken during term time are not permitted and clarifies the actions the Head teacher will take in line with legislation, (which determines the schools policy).



0208 310 7000



[www.woolwichpoly.co.uk](http://www.woolwichpoly.co.uk)



[enquiries@woolwichpoly.co.uk](mailto:enquiries@woolwichpoly.co.uk)

PolyMAT is a charitable company limited by guarantee and registered in England and Wales, Reg no. 9078530.  
The registered office is at Hutchins Road, London SE28 8AT.  
CEO: Mr. T. Plumb BSc. MA. NPQH NPQEL



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### **The Law Relating to Attendance:**

*Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable: -*

- a. To age, ability and aptitude*
- b. To any special educational needs, they may have either by regular attendance to school or otherwise.*

*Ensuring your child's regular attendance at school is your legal and parental responsibility. Permitting absence from school without good reason is an offence in law and may result in a Penalty Notice being issued under the Education (Penalty Notices) (England) (Amendment) Regulations 2024 or Legal intervention/prosecution under (Section 444 of the Education Act 1996)*



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### Leave of Absence Request Form

The school discourage ANY absence during term time. Any time taken by children away from school will have a negative impact on their learning and progress as lessons and topics cannot be repeated. For this reason, ANY absence will be recorded by the school as **unauthorised**, **unless authorised by the Head teacher, as an exceptional circumstance.**

Please complete the forms detailing the reason for the absence and dates;

Child/Children's Name(s);

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Class(es):

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Reason for Absence:

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Supporting documents provided: Yes ☐ No ☐

Dates;

From ; \_\_\_\_\_ To ; \_\_\_\_\_

Returning; \_\_\_\_\_ (include times if applicable)

Print Parent/Carer(s) name(s) ;

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Signed Parent/Carer ;

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Decision; Authorised / Unauthorised

Signed Headteacher;

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For Office Use;

Parent/Carer Informed; Date; \_\_\_\_\_

Recorded/Filed; Date; \_\_\_\_\_



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