



**Victoria Junior School**  
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## Leave of Absence Request Form

Before requesting Leave of Absence within term time, parents and carers need to think about:

- The lessons your child will miss
- The difficulty your child will have in catching up
- The effect it will have on your child's friendship groups
- The effect it will have on how well your child performs in school

*Please read carefully the following information:*

- There is no entitlement in law for pupils to take term time holiday
- Parents and carers must discuss any travel plans with Mr Lee, the school's Headteacher, or Kelly Whisker, the school's Education Welfare Officer
- The school will not routinely authorise term time holidays or emergency travel abroad
- In extremely exceptional circumstances the school may authorise term time leave, however this is very rare as the school is committed to treating all parents and carers fairly and equally. See Education (Pupil Registration) (England) Regulations 2006 - <https://www.legislation.gov.uk/uksi/2006/1751/contents/made>
- Any Application for Leave must establish that there are exceptional circumstances, and the Headteacher must be satisfied that the circumstances warrant the granting of leave. Parents and carers may be asked to provide evidence supporting their circumstances. The Headteacher will then determine how many school days a pupil may be absent.
- The school can only consider applications for Leave of Absence made by the resident parent, ie. the parent with whom the child normally resides.
- Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as 'unauthorised'. This is also the case for refused applications. This may result in legal action against the parent or carer, by way of a Fixed Penalty Notice, if the child is absent from school during that period.

Please complete and return to the School Office at least one week before the proposed leave.

Name of child	Class

Dates of Leave:	/ / to / /
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<p>Please provide a DETAILED reason why the leave MUST be taken during term time:</p>
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Signature:		Date: / /
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Please note: Leave is not authorised until signed confirmation has been received from the Headteacher.

**FOR SCHOOL USE ONLY:**

After careful consideration of your request:

- ☐ Leave not authorised - penalty notice not to be issued on this occasion
- ☐ Leave not authorised - consideration will be given to issuing Penalty notice if leave taken
- ☐ Leave authorised

Comments:
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Signed: ..... (Headteacher) Date: .....