

West Lodge Primary School

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Headteacher: Mr Jim Dees

REQUEST FOR LEAVE FROM SCHOOL (ONE FORM PER CHILD)

Parents do not have the right to take their child out of school for a holiday during term time. Parents must apply to the Headteacher in advance, please complete the form below to request leave from school.

In accordance with government guidelines holiday absence will not be authorised. We will authorize a maximum of 3 days religious observance, in line with the Harrow agreement.

If you feel there are exceptional circumstances surrounding a request for absence, please make an appointment with the Headteacher.

Where absence has been authorised, please ensure that your child returns to school immediately following the absence. If, for any reason, your child is unable to return immediately, please contact the school as your child is at risk of being taken off roll.

I/We request permission for my child to be absent from school.

Name of Child: Class:

Dates of Absence: From: To: Total of school days

Reasons for Absence:

Parent's Name:

Signature of Parent: Date Requested:

For office use only

Current Attendance

Attendance from previous years

Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6

Authorised / Not Authorised Comment:

Headteacher's signature: Date:

Refer to Harrow Attendance Team:

Periods of previous extended leave:

