

Great Wishford C.E. (V.A.) Primary School

West Street
Great Wishford
Salisbury
Wiltshire SP2 0PQ
Tel/Fax: 01722 790433

**Taking your child out of school during term time
may harm your child's academic progress.**

LEAVE OF ABSENCE REQUEST FORM

Name of Child:

Class: Owl Kingfisher Skylark Osprey
(Please circle)

Date and Duration of Holiday

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Please give reasons for requesting a Holiday in Term Time

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Do you have a sibling in a Wiltshire Secondary School YES/NO

If yes, please give school name

Copy to parent/guardian Copy for school

Signature of parent/guardian

Absence detailed above authorised by Head Teacher YES / NO

Signed Date

Absences may only be authorised at the discretion of the Headteacher in
EXCEPTIONAL circumstances.

Circumstances which are notified to the school or Local Authority **after** a decision
has been made by the Headteacher will not be considered. Therefore please be
certain to provide details of the exceptional circumstances relating to your application
and attach any supporting evidence.

Please read the attached Local Authority leaflet which explains Penalty Notices
issued for unauthorised Leave of Absence during term time.