



Headteacher  
Mrs Erica Reyes

Warren Wood Primary School  
Turnstone Road, Offerton, Stockport SK2 5XU  
Tel: 0161 456-8171  
Email: [headteacher@warrenwood.stockport.sch.uk](mailto:headteacher@warrenwood.stockport.sch.uk)  
Website: [www.warrenwoodprimaryschool.com](http://www.warrenwoodprimaryschool.com)  
Twitter: W\_W\_P\_S

Name of child:	Year Group and Class:
Name of parent / carer:	Telephone number:
Home Address:	
Start date of proposed absence:	End date of proposed absence:
Number of days requested:	Date of return to school:
Reasons for request:	
Supporting evidence provided: Yes / No	Date of request:
Signature:	Print Name:

Office use only

Current attendance percentage:	Previous academic year attendance percentage:
Number of previous requests (approved):	Number of previous requests (refused):
Approved: Yes / No	
Reason for refusing leave of absence:	
Form completed by:	Date form received:
Signature:	Print Name:

This form should be completed and returned to school giving as much advance notice as possible for all proposed leave of absence. A separate form should be completed for each child the leave of absence is being requested for.

Parents and carers are reminded that leave of absence taken without permission may result in the issuing of fixed penalty fines by the Local Authority of up to £120 per parent / carer per child.

Parents are also reminded that leave of absence for the purpose of holidays in term time can no longer be granted save in the most exceptional circumstances.

### Care, Courtesy and Consideration

