

HOLY TRINITY

C.E. (VA) Primary School

Headteacher: Mr J Wood

Church Street
Ossett
WF5 9DG

Tel: 01924 266543



email: enquiries@holytrinity.wakefield.sch.uk
Chair of Governors: chair@holytrinity.wakefield.sch.uk
Website: www.holytrinityossett.co.uk

APPLICATION FOR LEAVE OF ABSENCE IN TERM TIME

I would like to apply for a leave of absence for:

Name Class.....

Name Class

Name Class

Date from Date to

Reason (e.g. family holiday)

Signed..... Parent/Guardian

Name Date

Address

Please be aware that in line with Wakefield Local Authority and Government Guidelines, absences arising from holidays taken during term time will be marked as unauthorised, unless exceptional circumstances and will incur a fixed penalty fine of £60 per parent per child if paid within 21 days.

