

Pheasey Park Farm Primary School and Early Years Centre

Address: Wimperis Way, Great Barr, Birmingham, B43 7DH

Telephone: 0121 366 6183

School Email: postbox@pheasey.org.uk **Early Years Centre Email:** early-years@pheasey.org.uk

Website: www.pheaseyparkfarmprimary.co.uk / www.elstonhallmat.co.uk

Twitter: @PheaseySchool

Head of School: Mrs S Arnold **Executive Head Teacher:** Mrs S Lanni

Early Years Centre Managers: Miss T Ilsey and Mrs L Smith

Chief Executive Officer: Mr K Grayson



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Primary School and
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LEAVE OF ABSENCE FORM

All absences from School must be notified to the School Office - with a phone call each day for illness or with a Leave of Absence form for planned absences. This forms part of our Safeguarding procedures.

Leave of Absence will not be authorised at all during term time for the following reasons:

DfE Regulations will not allow absence during term time.

We believe the children's education will be impacted through term time absence.

Holidays taken, and periods of unauthorised absence, may result in the issuing of a fixed penalty notice. This is currently £60 per parent per child.

If you still wish to apply in exceptional circumstances, please complete the form below:

To the Head of School, I hereby request for a leave of absence to be authorised for the following exceptional reasons:

Name of childClass

First date of absenceLast date of absence

Total number of school days

Exceptional reasons

Please ensure if you are travelling abroad you state the Country you are visiting.....

Signed..... (parents/carer) Date.....

For office use only

Child's current attendance %

Letter to be attached if travelling abroad **NO / YES**

Request for leave of absence has been **GRANTED / NOT GRANTED**

Head of School's comments:

Signed..... Head of School Date.....

