



Willaston School, School Road, Willaston, Douglas, Isle of Man

Department of Education, Sport and Culture  
Rheynn Ynsee, Spoyrt as Cultoor

Executive Headteacher Maxim Kelly  
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## Leave of absence request

Child's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

I request permission for my child to be granted leave of absence for \_\_\_\_\_ school

Days starting on \_\_\_\_\_ (first date not in school). It is proposed that he/she

will return to school on \_\_\_\_\_ (date back at school).

REASON FOR ABSENCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_

**OFFICE USE ONLY**

**Leave of absence request**

Child's Name \_\_\_\_\_ Attendance % \_\_\_\_\_

Child's Name \_\_\_\_\_ Attendance % \_\_\_\_\_

Child's Name \_\_\_\_\_ Attendance % \_\_\_\_\_

Dates \_\_\_\_\_

Number of Days \_\_\_\_\_

**Taking holiday during term time is strongly discouraged by the Department of Education, Sports and Culture. Parents must understand that leave of absence for holiday purposes is not an entitlement. In future please avoid term time. THANK YOU.**

Your request has been authorised

\_\_\_\_\_

Unfortunately, it has not been possible to authorise your request for a holiday for the reason ticked below.

Your child has a poor record of attendance

The holiday exceeds 10 School Days during the academic year.

\_\_\_\_\_

Signed

Deputy/Headteacher \_\_\_\_\_ Date \_\_\_\_\_

**Holidays During Term Time**

Statutory provision regarding holidays taken by pupils during term time is contained in the Education (Registration of Pupils) Regulations 2004, which state that:

“On application made by the parent with whom the child normally resides, a pupil may be granted leave of absence from the school to enable him to go away on holiday.

Provided that, save in exceptional circumstances, a pupil shall not be granted leave of absence for this purpose for more than 10 school days in any school year.”

The legal position here is quite clear. Leave of absence for holiday purposes is not an entitlement and is entirely at the discretion of a child’s headteacher.

There will be occasions when time off school is not in a child’s best interests educationally. On educational grounds, neither the Department nor the school either supports or encourages additional time being taken off school for holiday purposes and securing leave of absence for this purpose should not be regarded as a formality.

Leave of absence will not normally be granted for more than 10 school days in any academic year and any time taken off school for which leave of absence has not been granted will be recorded as unauthorised absence and is likely to result in legal action being taken against parents by the Department.

Leave of absence should be applied for in advance, not retrospectively. If a child takes time off school without leave of absence or is absent for more than the number of days for which leave of absence has been granted, or if leave of absence is only applied for after a child returns from holiday, the school will refer the matter to its Education Liaison Officer, who will arrange for an appropriate letter to be sent to the child’s parent(s) by the Manager of the Department’s Legal & Administrative Services. This letter will inform the parent(s) that any repetition of their actions will automatically result in legal proceedings being initiated by the Department.

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