

Woodside Primary Academy

External Activity Absence Request Attendance Pathway

When requesting Leave for External Activities:

Parents/Carers to request leave via our virtual office:

<https://www.woodsideprimaryacademy.com/page/?title=Request+for+Leave+of+Absence+from+Learning&pid=439>

Parents/Carers to provide evidence for the request of leave

If the request is for a theatre production, Parent/Carer to request provisional letter of authorisation in writing

Once license and evidence has been provided send to HOS for authorisation

Once license and evidence has been provided send to HOS for authorisation

Once authorised letter will be sent to Parent/Carer

Attendance Officer to review the leave and send to HOS for authorisation

Once evidence is provided and HOS approve, parent/carer to be informed and planned absences added to Arbor

If absence request is not a sport or performance request seek advice from BACME (Behaviour Attendance and Children Missing Education)