

Application for Leave During Term Time

Parents/Carers must ask permission for their child to be absent during term time, and it is at the Headteacher's discretion to decide whether the absence will be authorised. The Headteacher may authorise leave during term time for *exceptional circumstances only*. If leave is taken without permission, or no application is made, parents/carers risk being issued with an Education Penalty Notice. Parents/Carers wishing to apply for their child to have leave of absence from school should complete this form and return it to school for authorisation at least two weeks before the proposed leave.

PARENT'S/CARER'S SECTION					
Surname of child				First name	
Date of birth		Year		Class	
Full name of parent (1)					
Address of parent (1)					
Postcode				Telephone No.	
Full name of parent (2)					Telephone No.
Address of parent (2)					
Do you consider this request to be due to exceptional circumstances? If so, please outline the reasons why					
Departure and return date					
Would your child miss any national tests or examinations?					Yes / No
Has she/he had leave during term-time in the last 12 months? (If so, please give dates, reasons, and number of school days leave)					Yes / No
Are there any other siblings? If yes please state their name and the school they attend					Yes / No
Parent/Carer signature				Date	
SCHOOL SECTION					
Holiday in Term Time	(i) approved _____ school days			(ii) not approved _____ school days	
Reasons					
Date discussed with parent/ carer and/or date informed of approval/ non-approval					
Headteacher's signature				Date	