

Application for Leave During Term Time

Parents must ask permission for their child to be absent during term time. **The Head of school is not permitted to authorise any holidays (See school attendance policy).** Special Leave of absence may only be authorised in exceptional circumstances. If leave is taken without permission or no application made parents/carers risk being issued with a penalty notice or being prosecuted upon their return. This form must be completed and returned to school **at least three weeks before the proposed leave.**

PARENTS/CARERS SECTION				
Surname of child			First name	
Date of birth		Year		Class
Full name of parent(s)/carer(s)				
Address of child				
Email address			Telephone number	
Reason for request (Please attach any evidence to support your request - Flight dates/travel documents)				
Start date of absence			Last date of absence	
Address/Location whilst absent (Proof will be required)				
By signing below, I hereby acknowledge that I have completely read and fully understand that leave taken without permission or unauthorised could risk a penalty notice being issued.				
Parent/Carer signature			Date	

School's Response to Parents - copy kept on child's file			
Approved or not approved request for leave	(i) approved _____ school days	(ii) not approved _____ school days	
Reasons			
Current Attendance(%)			
Previous leave during term-time in the last 12 months			
Date parent/carers informed of approval/non-approval			
Head of school's signature			Date