

## 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 or not 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

<b>Surname of child</b>		<b>First name</b>	
<b>Date of birth</b>	<b>Year</b>	<b>Class</b>	
<b>Full name of parent (1)</b>			
<b>Address of parent (1)</b>			
<b>Postcode</b>		<b>Telephone No.</b>	
<b>Full name of parent (2)</b>		<b>Telephone No.</b>	
<b>Address of parent (2)</b>			
<b>Do you consider this request to be due to exceptional circumstances? If so, please outline the reasons why</b>			
<b>Departure and return date</b>			
<b>Would your child miss any national tests or examinations?</b>			<b>Yes / No</b>
<b>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)</b>			<b>Yes / No</b>
<b>Are there any other siblings? If yes please state their name and the school they attend</b>			<b>Yes / No</b>
<b>Parent/Carer signature</b>		<b>Date</b>	

### SCHOOL SECTION

<b>Holiday in Term Time</b>	<b>(i) approved</b> ____ school days	<b>(ii) not approved</b> ____ school days
<b>Reasons</b>		
<b>Date discussed with parent/ carer and/or date informed of approval/ non-approval</b>		
<b>Headteacher's signature</b>		<b>Date</b>