



**LEAVE OF ABSENCE IN TERM TIME REQUEST FORM**

**Taking your child out of school during term time may harm your child's academic progress.**

Absences may only be authorised at the discretion of the Head of School in EXCEPTIONAL circumstances.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Head of School will not be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised Leave of Absence during term time.

Name of Child(ren)			
Date of Birth			
Class			
Date of First Day of Absence			
Date of Return			
Number of Days requested			
Known siblings and school(s) attending			

Exceptional Circumstances (reason) for Leave of Absence during term time:

.....

.....

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer: \_\_\_\_\_

**SEPARATED PARENTS**

If you are an absent parent applying for holiday this form must also be signed by the parent with whom the child resides.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**For school use:**

Attendance%: \_\_\_\_\_ Total sessions pupil absent this academic year: \_\_\_\_\_

Total unauthorised absence this year: \_\_\_\_\_ Request authorised: Yes/No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_