

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL
DURING TERM TIME**



If you consider you have to take a holiday in term time, and that you have exceptional circumstances, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Please DO NOT make ANY travel arrangements before this request has been approved.

Pupil Name (s) Class(es)

First day of absence Date of return to school

Total number of days missed

Reasons for absence
.....
.....
.....

I understand that if the absence request is unauthorised the Attendance Service will be notified of the holiday taken and a Penalty Notice will be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 28 days. I understand that I do not pay this may result in legal action.

Name of Parent/Carer making application

Signed Dated/...../..... Phone Number.....

(Please ensure you are giving at least 14 day's notice of the proposed absence)

Pupil Name(s) Class (es).....

AUTHORISED: Your request has been authorised for the following dates:
___ / ___ / ___ to ___ / ___ / ___

UNAUTHORISED: Your request for a leave of absence during term time has not been authorised because:

(NB – if you proceed to take the holiday this will result in a Penalty Notice being issued)

Signed Head Teacher Date ___ / ___ / ___