



# Application Form for Term Time Leave

<b>Name of Pupil:</b>  <b>Current address:</b>	<b>Siblings in this or other schools:</b> (name, dob, name of school)	<b>Name of Parents/Carer 1:</b>  <b>Parent/Carer 1 D.O.B.:</b>  <b>Name of Parent/Carer 2:</b>  <b>Parent/Carer 2 D.O.B.:</b>
<b>Dates of leave:</b>	<b>From</b>	<b>To</b>

*Notifications for leave during term time should be authorised by the headteacher if the reason is considered to be an exceptional circumstance.*

**Reason for leave:**

**Do you consider there to be exceptional circumstances (please indicate)?**

No

Yes  (If yes, please attach additional information/evidence to support your circumstances)

**Where will you be staying during the leave period?** (Please provide the full address and Emergency Contact Details - UK & Abroad)

**UK:**

**Abroad:**

**Is everyone who had parental responsibility for your child aware of this absence? (please indicate)**

Yes  No

**If no, why not?**

- I confirm that the information on this form is true
- I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date
- I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school
- I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the headteacher.

Signed by parent/carer:	Print name & relationship to child:	Date:
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For school use only	Date request received    /    /
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Has the notification been considered by the headteacher? Y/N

Has the notification been discussed with the parent/carer? Y/N Date: .....

No of days Authorised ..... Attendance Code ..... No of days Unauthorised ..... Attendance Code .....

Date of decision letter sent to parent/carer (only if leave is to be granted):

**If unauthorised leave is taken and this case complies with Penalty Notice criteria, please forward to Attendance Legal Team (Education & Skills) along with Pupil/student attendance register.**

Name of school:	Headteacher's signature:	Date:
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