



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 a Fixed Penalty Notice.

Parents/carers wishing to apply for their child to have leave 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			
Surname of child		First name(s)	
Date of birth	Year	Class	
Full name of parent(1)			
Address of parent (1)			
Postcode		Telephone number	
Full name of parent (2)		Telephone number	
Address of parent (2)			
Why is this request exceptional?			
Departure and return date			
Would your child miss any national tests or examinations?			Yes / No
Is his/her attendance currently above 95%?			Yes / No
Has (he/she) had leave during term-time in the last 12 months? (If so, please give dates, reasons, and number of school days leave)			Yes / No
Parent/Carer signature		Date	

SCHOOL SECTION			
Holiday in Term Time	(i) approved ____ school days	(ii) not approved ____ school days	
Reasons			
Date parent/carers informed of approval/non-approval			
Head Teacher's signature		Date	
Entered on Arbor by:		Date	