

Request for Exceptional Leave of Absence during Term Time

PLEASE NOTE:

To be completed and returned to the school at least **5 full school days *prior* to the leave.**

Taking your child or young person out of school during term time could be detrimental to your child / young person's educational progress. There is no entitlement to parents to take their child / young person out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

Should leave be taken without the consent of the Principal, you may be issued with a penalty notice.

Name of child/young person:	Class:
Parent/carers* Title: _____ Full Name: _____ Tel: _____ Full address: _____ Relationship to child: _____	
<p><small>*This is defined as any adult with legal parental responsibility for a child. If another parent also has parental responsibility for your child then it is your responsibility to ensure that they agree with this request.</small></p>	
Is this the first request for absence this academic year? (NB. not including sickness absence) YES ☐ NO ☐	
Dates of absence requested: The 1st day of absence from school is..... . They will return to school on..... No. of school days requested:	
Please explain in more detail – we need to understand why this leave of absence is exceptional. Please include details of exactly where you will be. Please continue onto a separate page if needed.	

Contact details whilst absent from school

This information is requested for safeguarding purposes. If we already hold a mobile number and email address for you that you will be using whilst your child/young person is absent from school, then you do not need to complete this section.

Telephone number:

Email address:

I make application for my child to have authorised absence from school. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a penalty notice.

I have read and understood the guidance above.

Parent/carers*

Title: _____ Full Name: _____ Tel: _____

Relationship to child: _____

Signature: _____ Date: _____

*This is defined as any adult with legal parental responsibility for a child/young person. If another parent also has parental responsibility for your child then it is your responsibility to ensure that they agree with this request.

For school to complete

- | | |
|--|--------|
| • Child/ young person's current attendance has been checked: | Yes/No |
| • Are Children's Services supporting the family? | Yes/No |
| • Has the parent / carer confirmed where the child will be during absence? | Yes/No |
| • Does the request fit the exceptional criteria? | Yes/No |

This request for term time leave is:

Authorised ☐

Unauthorised ☐

Reason for decision:

Signed: _____ Principal

Date: _____