



Notification of Term Time Leave (one form per family)
 Before completing this form please ensure you have understood schools policy
 for term time leave

Name of Pupil: Siblings in this or other schools: (name, dob, name of school) Current address:	(please ensure school have correct details for all parent/carers) Name of Parents/Carers 1: Parent/Carer 1 DoB: Name of Parent/carer 2: Parent/carer 2 DoB:
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Dates of leave Number of days absent from school:	From:	To:
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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)?

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

No

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

UK:

Abroad:

- 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 absent from school Authorised No of days unauthorised

Referral for fixed penalty notice? Y/N

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 CILS along with pupil/student attendance register.

Name of school	Headteacher's signature	Date
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