



Request Form for Term Time Absence

The law does not give any entitlement to parents to take their child on holiday during term time. An application must be considered under 'exceptional circumstances' and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

A copy of the school's policy on Term Time Absence can be found on the school website.

Pupil's Name..... D.O.B..... Class

Requested dates of absence required from..... to.....

Requested number of half days in total (sessions)

Please give the reason for this request, providing as much detail as possible

Signed Parent/Guardian

Please Print Name Today's Date:

For Head Teachers Use –

This request can be authorised and a Penalty Notice will not be requested.

This request cannot be authorised

A Penalty Notice will be requested.

A Penalty Notice will not be requested at this stage. However, if there are any further periods of unauthorised absence after the unagreed holiday, an **Unauthorised Absence Penalty Notice** may be requested. This would then take the un-agreed holiday into consideration. Medical evidence may also be requested to support any further absences.

Diane Smales - Head teacher