

Notification of Term Time Leave (one form per family)

Before completing this form please ensure you have understood schools policy for term time leave

For school use only	Date request received / /	
Has the notification been considered by the Head teacher? Y/N		
Has the notification been discussed with the parent/carer? Y/N Date:		
No of days Authorised No of days Unauthorised		
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	Head teacher's signature	Date