



Request for Authorised Term-Time Absence

A. Pupil Details			
Name:		DoB:	
Address:			
Class / Form:			

B. Leave of Absence Request Details			
Start date of requested leave:		End date:	
Return to school date:		No. of days:	
Please state the reasons for your request.			
Name of parent / carer (print):			
Signature:		Date:	
Name of parent / carer (print):			
Signature:		Date:	

Under current regulations a school cannot authorise ANY holidays in term time, unless there are circumstances deemed exceptional by the Head Teacher.

Careful consideration will be given to your application however I must warn you that failure to ensure your child's attendance is an offence under Section 444 of the Education Act 1996. If reasons for your child's absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law and this may result in a Penalty Notice being issued.

If the leave of absence is for a sporting activity please provide documentation, i.e. confirmation of acceptance from the event organisers.

C. For School Use			
Current attendance %:			
Previous LOA this academic year:			
Do absence dates coincide with SATS / other examination periods?			
Any mitigating / aggravating circumstances (Including any ongoing medical issues):			
Child's current / potential level of attainment?			
Will the absence be authorised?	YES	NO	
If YES - Number of days to be authorised:			
Signature of <i>Principal/Head Teacher/Head of School/Vice Principal:</i>		Date:	
*Register Code to be used for this Absence:			