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APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME - 2025/2026

If in exceptional circumstances you require your child to be absent in term time, please complete this form and return it to the school at least 28 days before the date you wish to remove your child from school.

Pupil Name: ..... Class: ..... Today's date: .....

Home Address: .....

First day of absence: ..... Date of return to school: .....DOB: .....

Number of days requested: ..... Reason for absence: .....

To support your application, we will require the following:

- **a letter in writing outlining why your child is off school during term time;**
- **a copy of your holiday booking confirmation or other relevant information to support your application.**

I understand that if the absence request is unauthorised, Education Welfare will be notified of the holiday taken and a Penalty Notice may be issued. I understand that a penalty is issued to each parent, for each child taken out of school. I understand that if I do not pay this it may result in legal action. Please refer to the Department of Education website www.education.gov.uk or Staffordshire County Council website www.staffordshire.gov.uk for further information.

Name of Parent/Carer making application: .....
Signed: .....Date: .....

Please ensure you are giving at least 28 days' notice of the proposed absence. If you proceed to take the requested dates, this may result in a Penalty Notice being issued

Seabridge Primary School

Shaw Education Trust

Roe Lane, Newcastle-under-Lyme,
Staffordshire, ST5 3PJ