

## Application for Leave During Term Time

PARENT'S/CARER'S SECTION				
Surname of child			First name	
Date of birth		Year	Class	
Full name of parent (1)				
Address of parent (1)				
Postcode			Telephone No.	
Full name of parent (2)			Telephone No.	
Address of parent (2)				
Do you consider this request to be due to exceptional circumstances? If so, please outline the reasons why				
Departure and return date				
Would your child miss any national tests or examinations?			Yes / No	
Has she/he had leave during term-time in the last 12 months? (If so, please give dates, reasons, and number of school days leave)			Yes / No	
Are there any other siblings? If yes please state their name and the school they attend			Yes / No	
Parent/Carer signature			Date	

  

SCHOOL SECTION		
Holiday in Term Time	(i) <b>approved</b> ____ school days	(ii) <b>not approved</b> ____ school days
Reasons		
Date discussed with parent/ carer and/or date informed of approval/ non-approval		
Headteacher's signature		Date