



Application for Leave of Absence During Term Time

From September 2013 the law was changed regarding holidays during term time. The Headteacher can now only grant leave of absence in **EXCEPTIONAL circumstances**. Parents applying to remove their child from school during term time must give advance notice and should provide evidence to support the application. Parents may submit any appropriate evidence to support the exceptional circumstance outlined below. The Headteacher will then consider authorising or unauthorising the absence.

Please be aware you may be issued with a Penalty Notice if you decide to go ahead with an unauthorised absence during term time and the absence meets the LA penalty notice criteria of 20 sessions unauthorised absence in a ten school week period. Penalty Notices are issued per parent per child. Further Information on the law regarding Leave of Absence during term time and Penalty Notices for unauthorised school absence can be found at GOV.UK.

Name of pupil (s)	Year group

Name of parent/carers	
1:	Relationship:
2:	Relationship:
Address (if different from address of child):	Telephone No:

Date of leave of absence	
From:	To:
Total number of days:	

Please list your reasons including any exceptional circumstances for removing your child/children from school during term time. Please attach any appropriate evidence to support your application.

I understand that the absences applied for may be recorded as **unauthorised absences** on my child/children's attendance record and that if I go ahead with an unauthorised absence I may be issued with one or more Penalty Notices.

Signed **Date**

OFFICE USE:	
AO/input on SIMS:	Date:
Headteacher : Authorised YES / NO	Date:
PM/HOY :	Date: