

Request to take a leave of absence in term time



Completed forms should be returned to the office at least one month in advance of the proposed absence and before any bookings are made. Forms not submitted over one month in advance will be entered as unauthorised.

Child's Name:	Class:		
Date from:	Date to:	Total number of school days:	Destination:

Please give **full** details of the special circumstances that require absence from school during term time (*if this section is not completed, permission cannot be granted*).

Signature of Parent/Carer Date

For completion by office	School year 2017/2018	School Year 2018/2019
Attendance record	_____ %	_____ %
All illness/medical absences	_____ sessions	_____ sessions
Any previous absence for holiday or other circumstances during term time for this academic year:		

Headteacher's Decision :

Absence to be recorded as:	Unauthorised	Authorised
Code to be used:	G – Holiday unauthorised	C – other circumstances

Any holiday over five days (10 sessions) will now incur a penalty notice.

Reason for permission being given/not given

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Signed: _____ **Date:** _____

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- For holidays evidence of destination and return date will be required ie tickets / booking confirmation.
- Following DfE guidance leave of absence will only be granted in exceptional circumstances.
- In accordance with DfE guidance a Penalty Notice will be issued to each parent of each child. Each Penalty Notice will be £60 if it is paid within 21 days. It will increase to £120 if paid after 21 days but within 28 days.