



Application Form for Term Time Leave

Name of Pupil: Current address:		Siblings in this or other schools: (name, dob, name of school)	Name of Parents/Carer 1: Parent/Carer 1 D.O.B.: Name of Parent/Carer 2: Parent/Carer 2 D.O.B.:
Dates of leave:		From	To
<p><i>Notifications for leave during term time should be authorised by the headteacher if the reason is considered to be an exceptional circumstance.</i></p> <p>Reason for leave:</p> <p>Do you consider there to be exceptional circumstances (please indicate)?</p> <p> <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please attach additional information/evidence to support your circumstances) </p> <p>Where will you be staying during the leave period? (Please provide the full address and Emergency Contact Details - UK & Abroad)</p> <p>UK:</p> <p>Abroad:</p> <p>Is everyone who had parental responsibility for your child aware of this absence? (please indicate)</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>If no, why not?</p> <ul style="list-style-type: none"> I confirm that the information on this form is true I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the headteacher. 			
Signed by parent/carers:		Print name & relationship to child:	Date:
For school use only		Date request received / /	
Has the notification been considered by the headteacher? Y/N Has the notification been discussed with the parent/carers? Y/N Date: No of days Authorised Attendance Code No of days Unauthorised Attendance Code Date of decision letter sent to parent/carers (only if leave is to be granted):			
If unauthorised leave is taken and this case complies with Penalty Notice criteria, please forward to Attendance Legal Team (Education & Skills) along with Pupil/student attendance register.			
Name of school:		Headteacher's signature:	Date: