



# Application Form for Term Time Leave

<b>Name of Pupil:</b>  <b>Current address:</b>	<b>Siblings in this or other schools:</b> (name, dob, name of school)	<b>Name of Parents/Carer 1:</b>  <b>Parent/Carer 1 D.O.B.:</b>  <b>Name of Parent/Carer 2:</b>  <b>Parent/Carer 2 D.O.B.:</b>
<b>Number of school days of leave:</b>	<b>Date from:</b>	<b>Date to:</b>
<p><i>Leave during term time can only be authorised by the headteacher if the reason is considered to be an exceptional circumstance.</i></p> <p><b>Reason for leave:</b></p> <p><b>Do you consider there to be exceptional circumstances (please indicate)?</b></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> (If yes, please attach additional information/evidence to support your circumstances)</p> <p><b>Where will you be staying during the leave period?</b> (Please provide the full address and Emergency Contact Details - UK &amp; Abroad)</p> <p><b>UK:</b></p> <p><b>Abroad:</b></p> <p><b>Is everyone who had parental responsibility for your child aware of this absence? (please indicate)</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If no, why not?</b></p> <ul style="list-style-type: none"> <li>I confirm that the information on this form is true</li> <li>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</li> <li>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</li> <li>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.</li> </ul>		
<b>Signed by parent/carer:</b>	<b>Print name &amp; relationship to child:</b>	<b>Date:</b>
<b>For school use only</b>	<b>Date request received</b> /    /	
<b>Has the notification been considered by the headteacher? Y/N</b> <b>Has the notification been discussed with the parent/carer? Y/N</b> Date: ..... <b>No of days Authorised</b> ..... <b>Attendance Code</b> ..... <b>No of days Unauthorised</b> ..... <b>Attendance Code</b> ..... <b>Date of decision letter sent to parent/carer:</b>		
<b>If unauthorised leave is taken and this case complies with Penalty Notice criteria, please forward to Attendance Legal Team (Education &amp; Skills) along with Pupil/student attendance register.</b>		
<b>Name of school:</b>	<b>Headteacher's signature:</b>	<b>Date:</b>