



APPLICATION FOR LEAVE DURING TERM TIME

Please note that Head Teachers are not allowed to grant any leave of absence during term time **unless there are exceptional circumstances to do so**, in line with government legislation.

Attached is a copy of our Attendance Policy which details the process for applying for authorised leave for your child during term time and the penalties that parents or carers may incur, should they decide to do so, on an unauthorised basis.

This form should be returned to the school office no later than 10 working days before the leave is due to begin.

Pupil's name:	Class:
Home address:	

I wish to apply for my child to be absent from school during the following dates:

Date of last day at school:	Date of return to school:	
Total number of school days missed:		
Reason for absence from school (please attach further information and/or evidence if you feel that this will support your application for authorised leave during term time)		
Name of parent or carer making application:	Signed:	Date: