



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. Evidence may include a letter from an employer, or in the case of Armed Forces or Emergency Services a Superior Officer. The Headteacher will then consider authorising /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. 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)	D.O.B.	Year group

Name of parent/carers	
1:	Relationship:
2:	Relationship:
Address:	
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**