**Absence in term time application**

Dear Parent/Carer

The law states that parents/carers do not have the right to remove their child from school, for the purpose of a holiday, during term time. Leave of absence can only be granted if the school is satisfied that exceptional circumstances exist, This form must be completed and signed by the Headteacher **before** the absence commences; otherwise an ‘unauthorised absence’ will be recorded and may lead to a fixed penalty fine issued by the Local Authority. Please note permission will not be granted for any reason during test periods.

|  |  |  |
| --- | --- | --- |
|  | **Pupils Name** | **Registration group** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

|  |  |
| --- | --- |
| **Start date of requested leave of absence** |  |
| **End date of requested leave of absence** |  |
| **Total number of school days absence requested** |  |

|  |
| --- |
| **Reason for requested absence(please continue overleaf if necessary)** |
|  |

**Parent/Carer Signature**:--------------------------------------------------- **Date:** -------------------

|  |  |  |
| --- | --- | --- |
|  |  | **Signed** |
| **Approved by Head Teacher** |  |  |
| **Unauthorised by Head Teacher** |  |  |
| **Additional comments:** | | |

|  |  |
| --- | --- |
| **Attendance- office use** | **Leave of absence to date not including above request(days)** |
| **Child 1 - %** |  |
| **Child 2 - %** |  |
| **Child 3 - %** |  |
| **Date received -** |  |
| **Parent/Carer advised □** | **Detail entered on SIMS □** |