

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME



Leave of absence during term time may not be granted unless there are exceptional circumstances.

There is **no entitlement** to take your child out of school for a holiday in term time.

<u>PUPILS'S NAME:</u>	<u>CLASS:</u>
<u>ADDRESS:</u>	<u>DESTINATION/COUNTRY</u>
<u>FIRST DATE OF ABSENCE:</u>	<u>RETURN TO SCHOOL DATE:</u>
<u>REASON FOR LEAVE OF ABSENCE REQUEST:</u>	
<u>SUPPORTING EVIDENCE FOR EXCEPTIONAL CIRCUMSTANCES:</u>	
<u>Signature 1 (Parent/Carer)</u>	<u>DATED:</u>
<u>Signature 2 (Parent/Carer)</u>	<u>DATED:</u>

Any unauthorised absence taken may incur a Penalty Notice Fine. Our Attendance Policy can be found on our website.

SCHOOL OFFICE USE ONLY:

Current Attendance %	Last Year's Attendance %
No. of days already taken this academic year:	Authorised / Unauthorised
Signed (Headteacher)	Dated:
Date notification letter sent to parent:	PN to be issued Yes/No