



Term Time Absence Request Form

From 1st September 2013, the reference in law to Headteachers being able (at their discretion) to agree up to 10 days of leave of absence has been removed. Instead, the legal reference has been amended and will mean that schools **cannot authorise leave of absence unless:**

- The Head teacher considers that there are **exceptional circumstances** relating to the application
- An application will be required in advance by the parent with whom the child normally resides

You must complete **all** sections of the application form and will be asked to show your tickets or other proof of travel dates if your leave has been agreed to.

DO NOT BOOK ANY FLIGHTS/HOTELS/ETC UNTIL SUCH LEAVE HAS BEEN AGREED.

A separate application must be completed for each child.

Please ask for help if you do not understand any part of this form.

A copy of this form, showing the Headteacher’s decision will be sent to you. However, if you have not received this, please ensure you contact school in the first instance rather than assuming that such leave has been agreed to.

Child’s name:	Class:	Contact Number for parent:
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I request absence for my above named child to accompany me on a visit to:

.....

The reason for the visit is:

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.....

.....

.....

.....

First day of absence from School:	Date of return to school:	Total Number of school Days:
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(Please note that the Headteacher is unable to consider your visit request unless you give a reason.)

Full address of final destination:

.....

.....

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.....

.....

I will notify the school/arrange for the following friend/relative to notify the school (*delete as applicable*) if there are any changes to my travel arrangements, which may affect my date of return and understand that you may contact that person in the event of my child not returning to school on the agreed date.

Name of friend/relative:

.....

.....

Address.....

.....

.....

Telephone:.....

I understand that if my leave of absence has not been agreed to:

- **A fixed penalty notice of £120 per parent per child (£60 if paid within 21 days) may be issued.**
- **My child's name may be removed from the school roll and/or a penalty notice may be issued if they do not return when agreed or the school has not been notified of a return date. The school will notify me if my child's name is removed from the roll.**

Signed.....

Parent/Carer with Parental responsibility

Date.....

Head teacher's decision

Absence **authorised** from..... to.....

Absence **unauthorised** from.....to.....

Penalty Notice will be issued: Yes / No

Date on which unauthorised absence will occur is.....

The whole period of absence is unauthorised because:-

Note of any previous term time leave of absence:.....

Record of attendance to date:.....

Signed:.....Headteacher Dated:.....

This section is for school use only.

Form checked by: (Initial)

Attendance current year: %

Attendance previous year: %

Previous extended absence on record:.....

Ticket/travel confirmation seen:

Copy of ticket/travel confirmation retained:

Entered in diary:

Date copy to parent:

Date copy sent to class teacher:

Pupil has not returned on expected date:

Telephone call to home number:

Date: Time:..... Call made by:

Result: