

## REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

If you wish to take your son/daughter out of school in term time please complete this form and return to school **at least 14 days** before the first day of leave of absence. Permission will not be given unless there are **exceptional circumstances**.

For requests for holiday in term time **you must** provide copies of **RETURN** tickets or **Booking Confirmation**. For Leave of Absence in term time **you must** provide supporting evidence for your request.

NAME OF PUPIL:	FIRST DAY OF ABSENCE (DATE):
	RETURN TO SCHOOL (DATE):
	TOTAL NUMBER OF DAYS MISSED:

PLEASE PROVIDE COPIES OF <u>ONE</u> OF THE FOLLOWING	
REQUEST FOR HOLIDAY:	[ v ]
RETURN TICKETS	
BOOKING CONFIRMATION	
LEAVE OF ABSENCE:	[ v ]
APPOINTMENT LETTER	
OTHER (eg RESPITE)	

OFFICE USE
EVIDENCE SEEN <input checked="" type="checkbox"/>

<u>EXCEPTIONAL REASONS FOR ABSENCE</u>

**I UNDERSTAND THAT IF I TAKE THIS ABSENCE AS UNAUTHORISED HOLIDAY THE BEHAVIOUR AND ATTENDANCE SERVICE WILL BE NOTIFIED AND A PENALTY NOTICE COULD BE ISSUED FOR EACH CHILD TAKEN OUT OF SCHOOL. I UNDERSTAND THAT IF I DO NOT PAY THE PENALTY THIS MAY RESULT IN LEGAL ACTION.**

NAME OF PARENT/CARER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_