



APPLICATION FOR ABSENCE FROM SCHOOL - HOLIDAY/EXTENDED LEAVE

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take any leave in term time. Parents **do not** have an automatic right to take their child out of school for leave during term time and may be issued with a penalty notice (£60 -£120 per parent per child) if they do so without prior arrangement with the Headteacher. **Government legislation only allows the Headteacher to authorise such leave in exceptional circumstances.**

To apply for your child to be absent from school, please complete this form and return it to school at least one month before your intended leave date. Where school have concerns about the leave request the Headteacher or their representative will arrange to meet with you to discuss your application.

PARENT/CARER SECTION

Surname of child: First name:

Date of birth: Year group:

Surname of parent/carer: First name:

Relationship to child:

Home address:

Postcode: Telephone number:

Reason for request:

Length of absence: Destination:
(no of school days)

Date of departure: Date due back in school:

Emergency telephone contact:

Please provide information regarding the exceptional circumstances supporting this application for leave:

Parent/carer signature:

SCHOOL SECTION

Date application received:

% Attendance:

Previous authorised/unauthorised
absence from school - No of days

Reason for absence

Previous authorised/unauthorised
absence from school - No of days
(Primary)

Reason for absence

Date of meeting with
parents (if applicable):

Extended leave approved? Y N

Reasons for decision:

Headteacher signature: