



Application for Leave of Absence during Term Time

- From September 2013 the law was changed regarding holidays during term time. The Headteacher can now only grant leave of absence in **EXCEPTIONAL circumstances**.
- Parents applying to remove their child from school during term time must give advance notice and should provide evidence to support the application.
- **Please be aware you may be issued with a Penalty Notice if you decide to go ahead with an unauthorised absence during term time. Penalty Notices are issued per parent per child.**
- **Further information on the law regarding Leave of Absence during term time and Penalty Notices for unauthorised school absence can be found at GOV.UK.**

Name of Student(s)	Year Group

Name of Parent/Carer(s)	
1:	Relationship:
2:	Relationship:
Address (if different from address of the child):	
Telephone No:	

Date of leave of absence	
From:	To:
Total number of days:	

Please list your reasons, including exceptional circumstances, for removing your child/children from school during term time.
Please attach any appropriate evidence to support your application.

I understand that the absences applied for may be recorded as **unauthorised absences** on my child/children's attendance record and that if I go ahead with an unauthorised absence I may be issued with one or more Penalty Notices.

Signed:

Date: