Pupil Term Time Leave Request

Parents are encouraged to organise holidays during school holiday periods. The DfE have advised schools not to authorise any holidays during term time. **Only in exceptional circumstances** will the Head teacher agree to a term time leave of absence. If you have special circumstances which require you to take your child out of school during term time, please complete this form and hand in at the school office. The school will then contact you about this request once it has been signed by the Head teacher.

Child’s Name……………………………………………………………………………………………………

Class Teacher(s)…………………………………………………………

Start Date of Absence ………………..Date returning to school………………

Purpose of visit / reason for absence……………………………………………………………………

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Location………………………………………………………………………………

Parental signature………………………………..Date…………………………

Please note that if you plan to take a holiday during Term Time, you may be liable for a fine of £60.00 rising to £120.00 if not paid within 28 days.

Authorised: ..............................................................

Unauthorised: ..............................................................

Comments: ................................................................................................................................

For Office Use Only

Percentage of Attendance: ...........................................%.

Fining Yes/No? ..............................................................................................................................

Total number of school days .................................................