

Request for Exceptional Leave of Absence During Term Time



Name(s) of child(ren) and class(es) (please include other schools)						Details of person making request							
Name		Class		School		Name							
						Phone							
						Email							
First day of absence					Last day of absence					Total number of school days missed			
D	D	M	M	Y	Y	D	D	M	M	Y	Y		
Why are you requesting leave of absence during term time?													
What steps have you taken to minimise the impact of the absence on your child's learning?													
Full address where the child(ren) will be staying during the period of absence from school						Emergency Contact Details of the person accompanying the child							
						Name							
						Relationship to child							
						Telephone incl. dialling code							
I confirm that: <ul style="list-style-type: none"> the information on this form is true I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on the due date I am aware that if my child does not return to school by the date provided that he/she may lose their place at this school I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Attendance Leader I am aware that if unauthorised leave is taken and this case complies with Penalty Notice criteria this form will be forwarded to the Multi Agency Support Team along with the pupil's attendance register. 													
Signed by parent/carer				Name and relationship to child				Date					
								D D M M Y Y					
School Use Only													
Date request received		Current attendance		%		Current punctuality		lates					
Not authorised													
Reasons for school not authorising request for leave of absence:								G – Family Holiday (Not Agreed) O – Other unauthorised circumstances					
Authorised													
We expect your child to return to school on _____. If your child is unable to return on this date please let us know, as failure to do so may result in your child losing their place at this school. This will mean you will have to re-apply for a place at this school. You may also risk being fined or prosecuted by Sheffield City Council if your child is absent from school without the Head teachers permission.								H – Family Holiday (Agreed) F – Extended Family Holiday (Agreed) C – Other Authorised Circumstances					
Attendance Leader's signature								Date					

¹If the request is in the first half-term, attendance from the previous academic year may be used.