

Notification of Term Time Leave (one form per family)

Before completing this form please ensure you have understood schools policy for term time leave

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| <p>Name of Pupil</p> <p>Siblings in this or other schools (name, dob, name of school)</p> <p>Current address:</p> | <p>Name of Parents/Carers 1:(please ensure school have correct details for all parent/carers)</p> <p>Parent/Carer 1 DoB:</p> <p>Name of Parent/carer 2:</p> <p>Parent/carer 2 DoB:</p> | |
| <p>Dates of leave. From _____ To _____</p> | | |
| <p>Notifications for leave during term time should be authorised by the head teacher if the reason is considered to be an exceptional circumstance.</p> <p>Reason for leave:</p> <p>Do you consider there to be exceptional circumstances (please indicate)?</p> <p>Yes (please attach additional information/evidence to support your circumstances)</p> <p>No</p> <p>Where will you be staying during the leave period? Please provide the full address and Emergency Contact Details (UK and Abroad)</p> <p>UK:</p> <p>Abroad:</p> | | |
| <ul style="list-style-type: none"> • I confirm that 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 to due date • I am aware that if my child does not return to school by the date provided that he/she is at risk of losing 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 Head teacher. | | |
| Signed by parent/carer | Print name & relationship to child | Date |
| For school use only | Date request received / / | |
| <p>Has the notification been considered by the Head teacher? Y/N</p> <p>Has the notification been discussed with the parent/carer? Y/N Date:</p> <p>No of days Authorised No of days Unauthorised</p> <p>Date of decision letter sent to parent/carer (only if leave is to be granted) :</p> | | |
| <p>If unauthorised leave is taken and this case complies with Penalty Notice criteria please forward to CILS along with Pupil/student attendance register.</p> | | |
| Name of school | Head teacher's signature | Date |