



Application for Leave During Term Time

Parents/Carers must ask permission for their daughter/ward to be absent during term time, and it is at the Principal's discretion to decide whether or not the absence will be authorised. The Principal may authorise leave during term time for *exceptional circumstances only*. If leave is taken without permission, or no application is made, parents/carers risk being issued with a Fixed Penalty Notice.

Parents/Carers wishing to apply for their daughter/ward to have leave from school should complete this form and return it to school for authorisation at least two weeks before the proposed leave.

PARENT'S/CARER'S SECTION			
Surname of daughter/ward			First name
Date of birth	Year		Form
Full name of parent (1)			
Address of parent (1)			
Postcode		Telephone No.	
Full name of parent (2)		Telephone No.	
Address of parent (2)			
Why is this request exceptional?			
Departure and return Date			
Would your daughter/ward miss any national tests or examinations?			Yes / No
Has she had leave during term-time in the last 12 months? (If so, please give dates, reasons, and number of school days leave)			Yes / No
Parent/Carer signature			Date

SCHOOL SECTION

Holiday in Term Time	(i) approved _____ school days	(ii) not approved _____ school days
Current attendance %		
Reasons		
Date discussed with parent/ carer and date informed of approval/ non-approval		
Principal's signature		Date