

Notification of Term Time Leave (one form per family)

Before completing this form, please ensure you have understood school's policy for term time leave

Name of Pupils at this school: Sibling in other schools: <small>(name, dob, name of school)</small> Current address:	<small>(please ensure school have correct details for all parents/carers)</small> Name of Parent/Carer 1: D.o.b: Name of Parent/Carer 2: D.o.b: Address of parent 2 if different to that on the left:	
Dates of leave: From To		
What is the notification for? Exceptional leave during term time: yes/no <small>(if yes please attach additional information/evidence to support your circumstances)</small> Holiday in term time: yes /no		
Where will you be staying/visiting during the leave period? <small>If staying with friends/relatives, please provide the full address and Emergency Contact Details (UK and Abroad). If taking a holiday, please provide the region and country of travel.</small> UK: Abroad:		
<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 <li style="color: red;">I am aware that I will be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the headteacher. 		
Signed by parent/carer:	Print name & relationship to child:	Date:
For school use only	Date request received / /	
Has the notification been considered by the headteacher? Y/N Has the notification been discussed with the parent/carer? Y/N Date:		
No of days Authorised No of days Unauthorised		
Date of decision letter sent to parent/carer (only if leave is to be granted):		
<small>If unauthorised leave is taken this case complies with Penalty Notice criteria, please forward to Attendance Legal Team via Anycomm's along with HTC, Pupil/student attendance register.</small>		
Name of school:	Headteacher's signature:	Date: