



**APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

I request that .....(name of child)

in Class ..... be granted leave of absence

from .....(first day of absence)

to ..... (last day of absence)

Please explain the **exceptional** circumstances that require a leave of absence during term time:

**Leave of Absence** – Recent government guidance has removed the discretion on head teachers agreeing to term time holiday requests. Due to the disruptive effect on a child’s education, you are strongly urged to avoid booking a family holiday during term-time. Parents do not have any right or entitlement to take their child out of school for a term-time holiday.

Any leave of absence requests will be considered by the school in **exceptional circumstances** and will look at each request individually. Any unauthorised leave of absence could result in a Penalty Notice fine being issued. This is £60 if paid within 21 days or £120 if paid within 28 days. Non-payment of this fine may result in prosecution in the Magistrates Courts, without further warning being issued.

Signature of Parent/Carer: .....

Print Name: .....

Date: .....

**Please return this form to the School Secretary, Kate Cowley.**