

## Notification of Term Time Leave (one form per family)

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

<b>Name of Pupil</b>  <b>Date of birth (D.O.B) pupil:</b>  <b>Siblings in this or other schools</b> <small>(name, D.O.B., name of school)</small>  <b>Current address:</b>		<b>Form:</b>  <b>Name of parent/carer 1:</b> (please ensure school have correct details of all parents/carers)  <b>D.O.B. parent/carer 1:</b>  <b>Name of parent/carer 2:</b>  <b>D.O.B. parent/carer 2:</b>
<b>Date of leave</b>	<b>From:</b>	<b>To:</b>
<p><i>Notifications for leave during term time should be authorised by the head teacher if the reason is considered to be an exceptional circumstance.</i></p> <p>Reason for leave: _____</p> <p>Do you consider there to be exceptional circumstances (please indicate)?</p> <p><b>Yes:</b> _____          (please attach additional information/evidence to support your circumstances)</p> <p><b>No:</b> _____</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><b>UK:</b> _____</p> <p><b>Abroad:</b> _____</p>		
<ul style="list-style-type: none"> <li>• I confirm that the information on this form is true</li> <li>• 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</li> <li>• 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> <li>• 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.</li> </ul>		
Signed by parent/carer	Print name & relationship to child	Date
<b>For school use only</b>		<b>Date request received</b>
Has the notification been considered by the head teacher? Yes / No Has the notification been discussed with the parent/carer? Yes / No      Date: _____ Number of days requested: _____ Number of days authorised: _____ Number of days unauthorised: _____ Date decision letter sent to parent/carer: _____		
If unauthorised leave is taken and this case complies with Penalty Notice criteria, please forward to CILS along with Pupil/student attendance register.		
Name of school	Head teacher's signature	Date