

**Term Time Leave of Absence Request Form**

|  |  |  |
| --- | --- | --- |
| **Name** | | **Class** |
| **First School day of absence** | **Last School day of absence** | **Date of return** |
| **Reason for request;**  *(Please provide as much detail as possible to help us review your application)* | | |
| **Declaration:**  **I have read and understood the information regarding time off in term time and unauthorised absences** | | |
| **Signed:**  **Name:** | | **Date:** |

Headteachers **may not** grant any leave of absence unless there are exceptional circumstances; low cost travel or arrangements made by a family member or friends are not deemed to be exceptional circumstance.

**The Local Authority can fine parents for failing to ensure their child attends school.**

**Office Use Only**

|  |  |  |
| --- | --- | --- |
| **Authorised** | **Unauthorised** | **Current Attendance** |
| **Signed:**  **Name: Mrs Dunn (Headteacher)** | | **Date:** |