

**Term Time Leave of Absence Request Form**

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| **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**

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