

Request for Leave of Absence during Term Time



To be completed at least three weeks before the proposed leave of absence, i.e. holiday, medical procedure.

Education is a once in a lifetime opportunity and the Department for Education has recommended that holidays should not be taken in term-time. Therefore, approval for leave of absence during term-time will only be granted in exceptional circumstances. In such situations, the school will need to see evidence to support the requested absence.

Please be aware that if you take your child out of school for any unauthorised leave of absences during term time, you may be issued with a Fixed Penalty Notice. **A Fixed Penalty Notice is issued per parent, per child.**

Parent/Carer(s) to Complete ALL BOXES in first section:-

Name of Student	Form:
Print parent(s) name and address Tel No:	Date this form completed
Purpose of absence	
Reason for absence during term time (or attach a letter of explanation)	
Proposed start date of absence. Number of school days =	
From (dates): To:	
Signed.....Parent/Carer(print name)	

School to complete –

Number of days absence requested		
Percentage attendance	12 school weeks prior to request:	From start of academic year:
Has holiday during term time been requested previously and if so when?		
Assistant Headteacher for Pastoral Signed Arbor Code	Comments	
Approved / Not approved? SignedHeadteacher Date.....		

Date School received form:

Entered on Arbor:

Please return form to Student Reception