

PARENTS SECTION (NB application must come from the parent with whom the child normally resides) (Please attach additional sheets if necessary)

Surname of Child		Name of Child	
Date of Birth		Year Group	

Surname of Parent/Carer		Name of Parent/Carer	
Relationship to the child		Are there any siblings applying for leave?	

Home Address			
Postcode		Telephone Number	

Please provide information regarding the exceptional circumstances supporting this application for leave			
Length of Absence		Destination (if applicable)	
Date of Departure		Date due back in school	
Emergency UK telephone contact name and number			
Other emergency contact details, if leave is outside the UK			

Employer Details If you are stating work commitments as an exceptional reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays.	Name	
	Address	
	Telephone	

Parent/Carer of residence's signature:	
Date of application	



Application for Absence from School

It is a legal requirement for parents/carers to obtain permission of the Headteacher before removing their child from school in order to take any leave in term time. Parents do not have an automatic right to take their children out of school for leave during term time and may be issued with a Penalty Notice (£160 per parent per child. This can be paid at £80 if paid within 21 days).

Any second penalty notice issues to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.

The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or school years.

Please see overleaf for factors that will be considered by school when considering a request for leave.

Please complete and return a hard copy of the attached form to the school office.