

**APPENDIX 4**

**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

**FOR COMPLETION BY PARENT/CARER**

You have requested the school's permission for a LEAVE OF ABSENCE during term time. Before such authorisation is given please complete the form below and return to the School Office.

Completion of the form does not guarantee the holiday will be authorised.

Pupil's Name: \_\_\_\_\_ Class/Form: \_\_\_\_\_

Date of Proposed Leave of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Number of days requested for absence is.....

Why is it necessary to take your child out of school in term time?

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

**TAKING YOUR CHILD OUT OF SCHOOL DURING TERM TIME WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE LOCAL AUTHORITY ISSUING A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD FOR WHOM THE LEAVE OF ABSENCE REQUEST HAS BEEN REFUSED.**

**WHAT THE LAW SAYS:** Parents should not normally take pupils out of school during term time. School will only consider leave of absence in term time where both:

- The application is made to the Head Teacher in advance of the leave of absence by a parent the child normally lives with.
- There are exceptional reasons for needing to take the leave of absence.
- Where parents have shared parental responsibility, 2 signatures will be required on the 'Leave of Absence' application form.

Applications should be made as far in advance of the leave of absence as possible. Schools will only agree to more than 10 school days of authorised leave of absence in any academic year in very exceptional circumstances.

\_\_\_\_\_

**For Completion by School:-**

Authorised

**REGISTER  
CODE H**

Unauthorised

**REGISTER  
CODE G**

**Reason leave of absence declined:-** \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Copy to: Parent**

**Pupil File**

