

## LEAVE IN TERM TIME REQUEST FORM

Before requesting leave in term time, you need to think about:

- The lessons your child will miss
- The difficulty your child will have in catching up
- The effect it will have on your child's friendship groups
- The effect it will have on how well your child performs in school

For your information:

- Amendments were made to the Education (Pupil Registration) (England) Regulations 2006 which took effect from 1 September 2013. From this date schools are not permitted to grant any leave of absence during term time unless there are exceptional circumstances.
- All term time holiday/leave requests must be submitted to the Headteacher with the exceptional circumstances fully explained. In order to make the decision whether to authorise leave or not, parents/carers may be asked to provide evidence supporting their circumstances.
- Parents/carers need to be aware that Penalty Notices can be issued per parent, per child for unauthorised absence from school

Please complete and return to the School Office at least one week before the proposed leave

Name(s) of child(ren): ..... Class(es): .....

Date of leave: .....

Dates of leave already requested this academic year: .....

Please provide a DETAILED reason why the leave MUST be taken during term time

[illegible]

Signed: ..... (Parent/Carer) Print Name: ..... Date: .....

Note: Leave is not authorised until signed confirmation has been received from the Headteacher

FOR SCHOOL USE ONLY:

After careful consideration of your request:

- Leave not authorised .....
- Leave authorised.....

Comment:

Signed: ..... (Headteacher) Date: .....