



## APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

If you consider you have to take a holiday in term time, and that you have exceptional circumstances, please complete this form and return to the school at least 4 weeks before the date you wish to remove your child from school.

**Pupil Name** ..... **Tutor Group/Class** .....

**Home Address**.....

**First day of absence** ..... **Date of return to school** .....

**Total number of days missed** .....

**Reason for absence** .....  
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.....  
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In the case of an unauthorised holiday the Local Authority will be notified of the holiday taken and a Fixed Penalty Notice could be considered. Please note that such a Penalty could be issued to each parent for each child taken out of school. A Fixed Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 28 days. Thereafter, if the Penalty remains unpaid this will result in legal action being instigated in the Magistrates Court under Section 444 of the 1996 Education Act.

**Name of Parent/Carer making application** .....

**Signed** ..... **Dated** .....

(Please ensure you are giving at least 4 weeks notice of the proposed absence)

**Pupil Name**..... **Tutor Group** .....

- **AUTHORISED:** Your request has been authorised due to exceptional circumstances:  
...../...../..... to ...../...../.....
- **UNAUTHORISED:** Your request for leave of absence during term time has not  
been authorised because :

**Signed** ..... **Headteacher**      **Date** ...../...../.....