



Parents and carers are reminded that in accordance with legislation and guidance from the Department for Education, approval for leave of absence will rarely be approved. Parents and carers are strongly discouraged from disrupting their child's educational progress for the purpose of a holiday during term time.

This form should be completed and submitted to the Headteacher within 4 weeks of the start of the proposed leave. Separate forms should be completed if you have more than one child.

**Parents and carers are reminded that term time holidays taken without permission may result in the issuing of a Fixed Penalty Notice by the Local Authority of up to £120 per child.**

|   |  |                             |  |
|---|--|-----------------------------|--|
| Name:   |  | DOB:                        |  |
| Year group/teacher:   |  | Date:                       |  |
| Parent/Carer(s) names and Contact Address:<br>(Where applicable, please include names of both parents/carers) |  |                             |  |
| First date of leave request:  |  | Last date of leave request: |  |
| Date your child will return:  |  | Total number of days:       |  |
| Reason for leave of absence request:  |  |                             |  |

**To be completed by the school**

|                             |              |
|-----------------------------|--------------|
| Authorised                  | Unauthorised |
| Reason:                     |              |
| Signed: _____ Date: _____   |              |
| Mrs A. Dunne<br>Headteacher |              |

***School office to keep one copy on file and one separate copy to all parent/carers.***