



REQUEST FOR TERM-TIME LEAVE

I wish to apply for term time leave for my child/ren.

Please note – From September 2013 the Department for Education amended the (Pupil Registration) (England) Regulations 2006 removing the Headteacher's ability to authorise leave of absence, except in exceptional circumstances.

Name	Class
1.	
2.	
3.	
4.	

from to inclusive

Number of Days my Child/ren will be absent from School: _____

The exceptional Reasons for this Request are:

Signature (Parent/Carer) _____ Date _____

Please make your request prior to making any bookings and at least four weeks before the anticipated leave date. The school will notify you in writing as to whether your request has been authorised or unauthorised.

NB. If the school refuses your request and the child/ren are still taken out of school, this will be recorded as an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance.

For Office use only – Completed by the Headteacher

- Authorised due to exceptional circumstances
 Not Authorised

Signed..... Date