



## Request for leave during term time application form

Parents and carers are reminded that leave of absence taken **without** permission during term time may result in the issue of a Penalty Notice by the Local Authority. The cost of the fine is £60 per parent, per child if paid within 21 days, rising to £120 per parent, per child if paid within 28 days. Failure to pay an issued fine could result in prosecution in the magistrates' court.

To: The Headteacher of (School): ..... Date: .....

I request consideration for leave of absence during term time for:

Name of Child: (full name) ..... DOB: .....

First date of absence: ..... Last day of Absence: .....

Please state reason for leave (include any exceptional circumstances you wish to be considered):

*Please continue overleaf if required.*

.....  
.....  
.....

I have (an)other child(ren) in (an)other school(s) as follows:

Full Names and school attended: .....

.....  
.....

Signature of 1<sup>st</sup> Parent/carer: ..... Print Name: .....

Address:

.....DoB:.....

Signature of 2<sup>nd</sup> Parent/carer: ..... Print Name: .....

Address:

.....DoB:.....

***After consideration, the Headteacher will write to you to confirm whether the absence will be authorised or not.***

**For Office Use Only**

Number of school days applied for: .....

Absence request agreed/Not agreed

Reason.....

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

Notification of decision letter sent to parent(s): Date: .....