



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 of a grant of leave of absence from school 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 to be considered):

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

Full Names and school attended:

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Signature of 1st Parent/carer: **Print Full Name:**

Signature of 2nd Parent/carer: **Print Full Name:**

After consideration, the Headteacher will write to you to let you know if the absence is authorised or not.

For Office Use Only

Number of school days applied for:

Agreed / Not agreed Signed (Headteacher) Date:

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