APPLICATION for PARENTS/CARERS

FOR TERM TIME LEAVE OF ABSENCE

**This form should be submitted a minimum of 2 weeks in advance**

**We expect attendance at school to be 100%, unless there are exceptional or unavoidable reasons for absence.** Holidays in term time are absences that will not be authorised and may incur a penalty notice.

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| Surname of child |  |
| First name of child |  |
| Date of birth |  |
| Class and Year Group |  |
| Full name of Parent/Carer |  |
| Does the above child reside with you full-time? | YES/NO |
| Home address of child |  |
| Email address of parents/carers |  |
| Telephone number(s) |  |
| Does your child have any siblings for whom you are requesting absence in term time from any other schools? | YES/NO If yes, please give child’s name and school |
| Date(s) of requested absence | First day of absence:  Last day of absence:  Total number of school days to be missed: |
| Reason why my request for absence in term time is exceptional |  |
| Has he/she already been absent, due to term leave, for more than a three day period in the last 3 school years? | YES/NO If yes, detail dates below. |
| I confirm that I am aware of the legal expectations regarding absence from School.  Parent/Carer signature:  Date:  *If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. If this is your first penalty notice, then the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days. If this is your second penalty notice since 19th August 2024, then the amount of the penalty is £160. Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.*  *Please note if 2 Penalty Notices have been issued to a named parent in relation to the same child since the 19th August 2024 (over a 3-year period), then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.*  *Should a child be absent for term time leave for an extended period during term time (20 days or more) not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered’*. | |
| For School Office Use Only | |
| Unauthorised / Authorised  Following this request, your child will have had \_\_ session unauthorised absence and \_\_ sessions authorised absence in the academic year. Please note 1 day = 2 sessions (am and pm)   * Pupil Attendance record attached. * Contact with sibling’s school - Yes / No / Not applicable   Headteacher signed: Date: | |