

NOTIFICATION OF TERM TIME LEAVE (ONE FORM PER FAMILY)

Before completing this form please ensure you have understood schools policy for term time leave

<p>Name of Pupil</p> <p>Siblings in this or other schools (name, dob, name of school)</p> <p>Current address:</p>	<p>Name of Parents/Carers 1 (please ensure school have correct details for all parent/carers) Parent/Carer 1 DoB:</p> <p>Name of Parent/carer 2:</p> <p>Parent/carer 2 DoB:</p>	
<p>Dates of leave. From To Returning to School on:</p>		
<p>Notifications for leaving during term time should be authorised by the head teacher if the reason is considered to be an exceptional circumstance.</p> <p>Reason for leave:</p> <p>Do you consider there to be exceptional circumstances (please indicate)? (please attach additional information/evidence to support your circumstances)</p> <p>Where will you be staying during the leave period? Please provide the full address and Emergency Contact Details (UK and Abroad)</p> <p>UK:</p> <p>Abroad:</p>		
<ul style="list-style-type: none"> • I confirm that the information on this form is true • I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date • I am aware that if my child does not return to school by the date provided that he/she may lose their place at this school • I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher. 		
<p><i>Signed by parent/carer</i></p>	<p><i>Print name & relationship to child</i></p>	<p><i>Date</i></p>
<p><i>For school use only</i></p>	<p><i>Date request received</i> / /</p>	
<p>Has the notification been considered by the Head teacher? Y/N</p> <p>Has the notification been discussed with the parent/carer? Y/N Date:.....</p> <p>No. of days requested.....</p> <p>No. of days Authorised..... No of days Unauthorised:.....</p> <p>Date of decision letter sent to parent/carer (only if leave is to be granted):</p>		
<p>If unauthorised leave is taken and this case complies with Penalty Notice criteria, please forward to CILS along with Pupil/student attendance register.</p>		
<p><i>Name of School</i></p>	<p><i>Head teacher's signature</i></p>	<p><i>Date</i></p>