



**APPLICATION FOR PARENTS/CARERS  
FOR LEAVE OF ABSENCE DURING TERM TIME**

<b>Surname of child</b>		<b>First name of child</b>	
<b>Date of birth</b>		<b>Class</b>	
<b>Full name of parents/carers</b>		<b>Does the above child reside with you full-time? Yes/No</b>	
<b>Email address of parents/carers</b>		<b>Home address of child</b>	
<b>Telephone number (s)</b>		<b>Does your child have any siblings for whom you are requesting absence in term time from any other schools?</b>	<b>Yes/No</b> <i>If yes, please give child's name and name of his/her school</i>

<b>My request for absence in term time is exceptional because</b>
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Length of absence (total school days)	From (date) To (date)
For School Office Use only Is his/her attendance below 95%	Yes/No
Has he/she already been absent for more than a three day period in the last 3 school years?	Yes/No
<p>Changes to Section 444 of the Education Act 1996, brought into effect in September 2013, removes the right of Head Teachers to authorise term time leave; therefore, all applications for leave in term time will be unauthorised unless there are exceptional circumstances, which must be detailed in writing (using the Application for parents/carers for leave of absence during term time) at least 2 weeks prior to the removal of your child from School. You should be aware that unauthorised leave of absence may lead to a referral to the Education Welfare Service, which may result in a penalty fine or legal proceedings in the Magistrates Court.</p> <p>I confirm that I am aware of the legal expectations regarding absence from School.</p> <p>Parent/carer signature:</p> <p>Date:</p>	
<p>Authorised/Unauthorised</p> <p>Signed by Christine Page, Head Teacher _____ Date _____</p>	

Please return this form to Katie Roberts, School Administrator