



APPLICATION FOR EXCEPTIONAL OR URGENT LEAVE DURING TERM TIME

Parents must ask permission for their child to be absent during term time where the situation is exceptional or urgent, and it is at the Head Teacher's discretion to decide whether or not the absence will be authorised. If leave is taken without permission or no application is made, parents risk being issued with a **Penalty Notice or being prosecuted on their return**. Parents wishing to apply for their child to have leave from school should complete this form and return it to the school office, for authorisation **at least two weeks** before the proposed leave. In the event of an urgent request, proof of booking may be requested.

PARENTS SECTION (to be completed first)				
Child's Name:				
Date of Birth:		Class		
Full name of parent or guardian:				
Address of child:				
(Including postcode)				
Telephone number:				
Reason for request:				
Proof of booking provided	Yes		No	
Departure date:	First day of absence	Date	Last day of absence	Date
Has your child had leave since they started school?				

SCHOOL SECTION (To be completed by School)				
Attendance	Current term		Academic year	
AUTHORISED	YES		NO	
Reasons:				
Date of meeting with parent:				
Head Teacher's signature:				