



<p>Name: <input style="width: 90%;" type="text"/></p> <p>class: <input style="width: 80%;" type="text"/></p> <p>Year: <input style="width: 80%;" type="text"/></p> <p>Siblings in this or other schools (name, DOB, school attending) :</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Name and address of parent or carers:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Telephone number:</p> <p>_____</p> <p>Mobile number:</p> <p>_____</p> <p>Email:</p> <p>_____</p>	
<p>Requested dates of absence from and to (inclusive):</p> <p>From: _____ To: _____</p>		
<p>Outline the exceptional circumstances that require your request for leave of absence during term time:</p> <p>What steps have you taken to minimise the impact of the leave on your child's learning:</p> <p>Emergency Contact Details (UK and Abroad) – name, telephone number & relationship:</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 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 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>Signed by Parent/carer</p>	<p>Print name & relationship to child</p>	<p>Date</p>



FAO The Attendance Officer (School use only)	Date request received: _____	
<p>Has the request been discussed with the parent/carer? _____ Date: _____</p> <p>No of school days requested: _____</p> <p>Current Attendance figure: _____ %</p> <p>If during Autumn or Spring term, please record previous year's figure here _____ %</p> <p>Is leave of absence authorised? YES / NO</p> <p>Number of days authorised: _____ Number of days unauthorised: _____</p>		
NO	<i>Leave is not authorised as it does not meet school policy for exceptional circumstances</i>	We are unable to authorise holidays
		We are unable to authorise family visits
		Other reason
YES	<i>Leave is authorised as the request is for an exceptional circumstance</i>	

School cannot authorise leave of absence including term-time holidays unless there are exceptional circumstances. 5 or more consecutive days of unauthorised absence will result in the issuing of a fixed penalty notice regardless of the child's attendance record.

Signature: Head teacher	Date: _____
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