**Request for leave during term time application form**

Parents and carers are reminded that leave of absence taken **without** permission during term time may result in the issue of a Penalty Notice by the Local Authority. The cost of the fine is £60 per parent, per child if paid within 21 days, rising to £120 per parent, per child if paid within 28 days. Failure to pay an issued fine could result in prosecution in the magistrates’ court.

**To: The Headteacher of (School):** .……………..……………………………………………….…………. **Date:** ………………………………….……

**I request consideration for leave of absence during term time for:**

**Name of Child: (full name)** ……………………………………………………………….…………………… **DOB:** ……………………………….………...

**First date of absence:** …………………………………..………………… **Last day of Absence:** ……………………………..……………….…..…..

**Please state reason for leave (include any exceptional circumstances you wish to be considered):**

*Please continue overleaf if required.*

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**I have (an)other child(ren) in (an)other school(s) as follows:**

**Full Names and school attended:** …………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………..……………………………………………………………………

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**Signature of 1st Parent/carer:** …………………………..…………………… **Print Name:** …………………………………………..……………….

**Address: ……………………………………………………………………………………………………………………………………………………………..**

**Signature of 2nd Parent/carer:** ………………………………………………. **Print Name:** ……………………………………………………………

**Address: …………………………………………………………………………………………………………………………………………………………….**

***After consideration, the Headteacher will write to you to confirm whether the absence will be authorised or not.***

**For Office Use Only**

Number of school days applied for: ………… Absence request agreed/Not agreed

Reason…………………………………………………………………………………………………………………………………………………………………………

Signed (Headteacher) ………………………………………………. Date: ……………………………………….

Notification of decision letter sent to parent(s): Date: …………………………………………..