

## Notification of Term Time Leave (one form per family)

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

<b>Name of Pupil</b>  <b>Siblings in this or other schools</b> <small>(name, dob, name of school)</small>  <b>Current address:</b>	<b>Name of Parents/Carers 1:</b> <small>(please ensure school have correct details for all parent/carers)</small>  <b>Parent/Carer 1 DoB:</b>  <b>Name of Parent/carer 2:</b>  <b>Parent/carer 2 DoB:</b>	
<b>Dates of leave. From</b> <span style="margin-left: 150px;"><b>To</b></span>		
<p><b>Notifications for leave during term time should be authorised by the head teacher if the reason is considered to be an exceptional circumstance.</b></p> <p><b>Reason for leave:</b></p> <p><b>Do you consider there to be exceptional circumstances (please indicate)?</b></p> <p><b>Yes</b>  <small>(please attach additional information/evidence to support your circumstances)</small></p> <p><b>No</b></p> <p><b>Where will you be staying during the leave period? Please provide the full address and Emergency Contact Details (UK and Abroad)</b></p> <p><b>UK:</b></p> <p><b>Abroad:</b></p>		
<ul style="list-style-type: none"> <li>• I confirm that the information on this form is true</li> <li>• 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</li> <li>• I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school</li> <li>• <b>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 Head teacher.</b></li> </ul>		
Signed by parent/carer	Print name & relationship to child	Date
<b>For school use only</b>	<b>Date request received</b> /     /	
<b>Has the notification been considered by the Head teacher? Y/N</b> <b>Has the notification been discussed with the parent/carer? Y/N</b> Date: .....		
<b>No of days Authorised</b> ..... <b>No of days Unauthorised</b> .....		
<b>Date of decision letter sent to parent/carer (only if leave is to be granted) :</b>		
<b>If unauthorised leave is taken and this case complies with Penalty Notice criteria please forward to CILS along with Pupil/student attendance register.</b>		
Name of school	Head teacher's signature	Date