

SCHOOL NAME:

Time off school for family holidays is not a right and as a Parent/Carer, you should complete this form and return it to your child's school AT LEAST TWO (2) WEEKS before the date when you want the period of absence to start. You may be required to attend an interview to discuss this request with the Head Teacher or other senior member of staff and/or produce supporting evidence for your request. (A separate application must be completed for each child).

Reason parent believes this is exceptional circumstances

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.

Signed:..... Date:.....

If you have other children in the family of school age please give details (Use additional sheet if necessary)

Name D.O.B School Attended

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Please Note: Holiday absences which have not been agreed will be marked as an unauthorised leave of absence and if this meets criteria a penalty notice is issued to each parent of each child. This is for £60 if this is paid within the first 21 days, increasing to £120 if paid after 21 days but within 28 days. Failure to pay the penalty notice could result in the Local Authority commencing legal proceedings against you for the offence of not ensuring your child's regular attendance. If found guilty, you may be fined up to £1000 and you will receive a criminal record.

Decision re: Application for Leave of Absence During Term Time (For office use only)

Attendance %:..... Authorised? Y / N Fine: Y / N


Coding (please circle appropriate code):

B – Educated Off Site	C – Leave of Absence authorised by school
Y – Exceptional Circumstances	D – Dual Registration
H – Authorised Family Holiday	J – Interview
M – Medical/Dental Appointment	P – Approved Sporting Activity
R – Religious Observance	S – Study Leave
T – Gypsy, Roma and Traveller Absence	V – Educational Visits
W – Work Experience	

G – Unauthorised Family Holiday

O – Unauthorised Absence

Other (please specify) –

Refusals for a leave of absence request must be sent to both parents for whom a penalty notice will be requested; letters must have the parents name and full address. This letter must include the below wording. 

'Holiday absences which have not been agreed will be marked as an unauthorised leave of absence and if this meets criteria a penalty notice is issued to each parent of each child. This is for £60 if this is paid within the first 21 days, increasing to £120 if paid after 21 days but within 28 days. Failure to pay the penalty notice could result in the Local Authority commencing legal proceedings against you for the offence of not ensuring your child's regular attendance. If found guilty, you may be fined up to £1000 and you will receive a criminal record.'

Signed: Date: