**Application for leave of absence of school pupil**

As a parent carer you should fill in this form if you wish to apply for leave during term time. You should discuss any leave in advance with the Headteacher before you book your trip. You should be aware that if leave is agreed, your child will be expected to return to school on the date specified on this form.

**Child’s information NB** If an appointment has been made please attach related correspondence

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: | Surname: | Date of Birth: | |
| Absence requested (please specify dates) | From: | To: | |
| For medical appointments, please specify time: | | | |
| **Reason for application for leave of absence** | | | **Tick** |
| GP appointment | | |  |
| Dentist | | |  |
| Hospital | | |  |
| Audiologist | | |  |
| Holiday | | |  |
| Other (Please specify) | | |  |
| Contact Details of Parent with Child whilst absent: | | |  |

Exceptional Leave should not be taken during term time except in exceptional circumstances, when authority should be re- quested from the Headteacher. There is no automatic right to a request being agreed. Where unauthorised absence is taken the school will take relevant action and this may result in a referral to the Education Welfare Service and a Penalty Notice may be issued to parents/carers if a child is taken out of school during term time without written permission from the Headteacher. Penalty Notices are used as an alternative to taking legal action through the courts, but court action may also be used. Pay- ment is £60, each child, to be paid within 21 days. If the fine is not paid within 21 days, the amount will increase to £120 be- tween days 21- 28. If the fine remains unpaid the LA may then take the matter to court.

Signed Parent/Carer Date:

# For office use only

|  |  |
| --- | --- |
| **Reason for application for leave of absence** | **Tick** |
| GP appointment |  |
| Dentist |  |
| Hospital |  |
| Audiologist |  |
| Holiday |  |
| Other (Please specify) |  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Letter for appointment |  |  |
| Absence request approved |  |  |
| Response letter sent |  |  |

Signed Attendance Lead