

## Woodchurch CE Primary School

### Application for Leave During Term Time

Parents/Carers must ask permission for their child to be absent during term time, and it is at the Headteacher's discretion to decide whether or not the absence will be authorised. The Headteacher may authorise leave during term time for **exceptional circumstances only**. If leave is taken without permission, or no application is made, parents/carers risk being issued with an Education Penalty Notice.

Parents/Carers wishing to apply for their child to have leave of absence from school should complete this form and return it to school for authorisation **at least two weeks** before the proposed leave. You will then be notified by the school office of the outcome of your request.

PARENT'S/CARER'S SECTION			
Surname of child		First name	
Date of birth	Year	Class	
Full name of parent (1)			
Address of parent (1)			
Postcode		Telephone No.	
Full name of parent (2)		Telephone No.	
Address of parent (2)			
Reason for the request.			
Do you consider this request to be due to exceptional circumstances? If so, please outline the reasons why			
Departure and return date		Number of days	
Would your child miss any national tests or examinations?			Yes / No
Has she/he had leave during term-time in the last 12 months? (If so, please give dates, reasons, and number of school days leave)			Yes / No
Are there any other siblings? If yes please state their name and the school they attend			Yes / No
Parent/Carer signature			Date

SCHOOL SECTION			
Current attendance		Current unauthorised attendance	
Holiday in Term Time	(i) approved _____ school days	(ii) not approved _____ school days	
Reasons			
Date discussed with parent/carer and/or date informed of approval/non-approval			
Headteacher's signature		Date	