



Application for Child's Leave of Absence During Term Time

Name of child/children _____ Class _____

_____ Class _____

_____ Class _____

I would like to apply for Leave of Absence for my child/children.

The first day of absence will be ____/____/____

They will return to school on ____/____/____

The total number of school days missed _____

Reason for Absence

I understand that I can be prosecuted and fined for taking my child out of school during term time for any unauthorised leave. Head Teachers cannot authorise time off of school for holidays. Holidays will be recorded as unauthorised absence on my child's attendance record.

Leave can only be authorised in Exceptional Circumstances.

Signed _____

Date _____