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

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

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| **Name of Pupil****Siblings in this or other schools****(name, dob, name of school)****Current address:** | **Name of Parents/Carers 1:(please ensure school have correct details for all parent/carers)****Parent/Carer 1 DoB: Name of Parent/carer 2:****Parent/carer 2 DoB:** |
| **Dates of leave. From To** |
| **Notifications for leave during term time should be authorised by the head teacher if the reason is considered to be an exceptional circumstance.****Reason for leave:****Do you consider there to be exceptional circumstances (please indicate)?****Yes****(please attach additional information/evidence to support your circumstances) No****Where will you be staying during the leave period? Please provide the full address and Emergency Contact Details (UK and Abroad)****UK:****Abroad:** |
| * I confirm that the information on this form is true
* 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
* 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
* **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.**
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| **Signed by parent/carer** | **Print name & relationship to child** | **Date** |
| **For school use only** | **Date request received / /** |
| **Has the notification been considered by the Head teacher? Y/N****Has the notification been discussed with the parent/carer? Y/NDate: ……………. No of days Authorised ……… No of days Unauthorised ………….****Date of decision letter sent to parent/carer (only if leave is to be granted) :** |
| **If unauthorised leave is taken and this case complies with Penalty Notice criteria please forward to CILS along with Pupil/student attendance register.** |
| **Name of school** | **Head teacher’s signature** | **Date** |