

Name of Pupil: Siblings in this or other schools: <small>(name, dob, name of school)</small> Current address:	Name of Parents/Carers 1: <small>(please ensure school have correct details for all parents/carers)</small> Parent/Carer 1 D.o.b: Name of Parent/carer 2: Parent/carer 2 D.o.b:	
Dates of leave: From _____ To _____		
<p>Notifications for leave during term time should be authorised by the headteacher if the reason is considered to be an exceptional circumstance.</p> <p>Reason for leave:</p> <p>Do you consider there to be exceptional circumstances (please indicate)?</p> <p>Yes <small>(please attach additional information/evidence to support your circumstances)</small></p> <p>No</p> <p>Where will you be staying during the leave period? Please provide the full address and Emergency Contact Details (UK and Abroad)</p> <p>UK:</p> <p>Abroad:</p>		
<ul style="list-style-type: none"> • 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 headteacher. 		
Signed by parent/carer:	Print name & relationship to child:	Date:
For school use only	Date request received / /	
Has the notification been considered by the headteacher? Y/N Has the notification been discussed with the parent/carer? Y/N Date:		
No of days Authorised No of days Unauthorised		
Date of decision letter sent to parent/carer (only if leave is to be granted):		