**Term-time absence request form**

Please fill out the below form in as much detail as possible to help us fairly consider your request. Where you have multiple children at the school for whom absence is requested, please fill out the form for the oldest child, and include the names of other relevant children in the dedicated box on the form.

This form must be returned to the child’s tutor or the school office at least four weeks (where possible) before the proposed first day of absence. Requests that are received later than this may be rejected due to insufficient notice.

Please note, requests for holiday are unlikely to be authorised other than in exceptional circumstances.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| For parent use only | | | | | |
| Pupil information | | | | | |
| Full name | |  | | | |
| Date of birth | |  | | | |
| Year group | |  | | | |
| Please list the names of any other pupils for whom absence on the specific dates is requested | |  | | | |
| Information about proposed absence | | | | | |
| Start date of proposed absence | |  | | | |
| End date of proposed absence | |  | | | |
| Number of school days missed | |  | | | |
| Reason for absence – please provide as much detail as possible that is relevant to the school | |  | | | |
| Exceptional circumstances that require this absence to be taken during term time instead of school holiday periods | |  | | | |
| I have completed the above form fully, accurately and in detail. | | | | Yes | |
| I understand that the decision on whether my child can be granted absence from school during term time rests solely with the school, and that I cannot appeal any decision made. | | | | Yes | |
| I understand that if my request is rejected and I choose to remove my child from school in contradiction to the school’s decision, I may face a fine of up to £120 per parent per child. | | | | Yes | |
| Parent signature |  | | Date of request | |  |
| For office use only | | | | | |
| Date request received | |  | | | |
| Leave granted | | Yes  No | | | |
| Decision communicated to parent | | Yes | | | |
| Headteacher signature |  | | Date of decision | |  |