

REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL FOR HOLIDAY DURING TERM TIME

**Please read notes below and complete all sections of the form**

This form is to be completed and forwarded to the Head Teacher of the school. Parents have a legal duty to ensure their child/ren's regular attendance at school. The Head Teacher **may** authorise leave of absence but will consider the reasons for the request, the effect on the continuity of the child/ren's learning and overall attendance. **Only in exceptional circumstances** may the amount of leave exceed in total more than two weeks (10 days) in any year.

The application should be made **well in advance** and parents are strongly advised to discuss their plans with school to apply for leave of absence **before** they confirm their holiday arrangements.

**Please be aware that if you take your child out of school for unauthorised Leave of Absence during term time, you may be issued with a Fixed Penalty Notice.**

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I request that leave of absence be granted to:

Name(s) of Child(ren) \_\_\_\_\_ DOB \_\_\_\_\_

\_\_\_\_\_ DOB \_\_\_\_\_

\_\_\_\_\_ DOB \_\_\_\_\_

From (first day of absence) \_\_\_\_\_ to (last day of absence) \_\_\_\_\_

Full Name(s) of Parent(s) \_\_\_\_\_ / \_\_\_\_\_

Date of birth of parent(s) \_\_\_\_\_

Signature(s) \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ / \_\_\_\_\_

Date Form Completed by Parent(s) \_\_\_\_\_

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Reasons why this cannot be taken in school holiday period – please complete this section

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**Decision:** Authorised/ Authorised in Part/ Unauthorised Absence (for office use only) – return copy to parent(s) and Education Welfare Service (EWS)

- We do not authorise leave in term time
- Other
- Religious Observance

Reason/ or see above: \_\_\_\_\_

Name of person signing on behalf of school: \_\_\_\_\_

Date: \_\_\_\_\_