

NORTON C OF E PRIMARY
Application for Leave During Term Time



Parents/Carers must ask permission for their child to be absent during term time. The Head Teacher and governors work to strict government guidelines when deciding whether or not the absence will be authorised. The Head Teacher may authorise leave during term time for exceptional circumstances only. If leave is taken without permission, or no application is made, parents/carers risk being issued with a Penalty Notice or being prosecuted upon their return. Parents/Carers wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation at least two weeks before the proposed leave.

TO BE COMPLETED BY PARENTS/CARERS			
Surname of child		First name	
Date of birth	Year	Class	
Full name of parent(s)/carer(s)			
Address of child			
Postcode	Telephone number		
Reason for request			
Departure Date			
Return Date			
Would your child miss any national tests?			Yes / No
Is his/her attendance above 95% over the past 12 months?			Yes / No
Has (s)he had leave during term-time in the last 12 months? (If so, please give dates, reasons, and number of school days leave)			Yes / No
I have read and understood the schools attendance policy (visit the school website, click our school then attendance)			Yes / No
Parent/Carer signature		Date	

TO BE COMPLETED BY THE SCHOOL			
Holiday in Term Time	(i) approved _____ school days		
	(ii) not approved _____ school days		
Reasons			
Date parent/carer informed of approval/non-approval			
Head Teacher's signature		Date	