**Application for Authorised Absence, Other Than Through Illness**

This form is to be completed by the Parent/Carer and forwarded to the Headteacher at least 10 working days before the period of absence.

Parents no longer have the right to remove children from school for reasons other than illness. In accordance with legislation, absences can only be authorised in exceptional circumstances. Please refer to our attendance policy for further details.

|  |  |
| --- | --- |
| Name of child/children |  |
| Dates of absence |  |
| Exceptional circumstances requiring absence during term. | |
| **I understand that taking my child out of school will result in work being missed and will affect the learning and achievement of my child.**  Signed Date  (with parental responsibility) | |
| Notes:   1. Separated Families   Where parents are separated, leave of absence cannot be granted unless both parents with parental responsibility agree to the request being made.  Leave of absence request forms signed by one parent must be accompanied by a letter of consent from the other parent. | |

**For Office Use Only**

**Application for Authorised Absence, Other Than Through Illness p2**

This form is to be returned to the parent in advance of the dates of absence requested.

Permission received from both parents in the case of separated families

Letter received from employer if request for work reasons

Absence authorised by school

Absence unauthorised by school

Reasons\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Warning: A fixed Penalty Notice may be issued by the Local Authority if you choose to take unauthorised term time leave of absence. Each parent may be liable to a Penalty of £60 if paid within 21 days and £120 if paid between 22-28 days for each child registered at school.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mrs S Eaton**

**Head Teacher**