

Application for Leave During Term Time

St Peter's Catholic Primary School

Parents/Carers must ask permission for their child to be absent during term time, and it is at the Headteacher's discretion to decide whether or not the absence will be authorised. The Headteacher 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 Fixed Penalty Notice.

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.

PARENT'S/CARER'S SECTION					
Surname of child				First name	
Date of birth		Year		Class	
Full name of parent(1)					
Address of parent (1)					
Postcode			Telephone number		
Full name of parent (2)			Telephone number		
Address of parent (2)					
Why is this request exceptional?					
Departure and return Date					
Would your child miss any national tests or examinations?					Yes / No
Is his/her attendance above 95%?					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
Parent/Carer signature				Date	
SCHOOL SECTION					
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	