

Notification of Term Time Leave (one form per family) Before completing this form please ensure you have understood the school policy for term time leave

Name of Pupil: Siblings in this or other schools: <small>(name, dob, name of school)</small> Current address:		Name of Parents/Carers 1: <small>(please ensure school have correct details for all parents/carers)</small> Parent/Carer 1 D.o.b: Name of Parent/carer 2: Parent/carer 2 D.o.b:	
Dates of leave: From		To	
<p>Notifications for leave during term time should be authorised by the headteacher if the reason is considered to be an exceptional circumstance.</p> <p>Reason for leave:</p> <p>Do you consider there to be exceptional circumstances (please indicate)? Yes <small>(please attach additional information/evidence to support your circumstances)</small> No</p> <p>Where will you be staying during the leave period? Please provide the full address and Emergency Contact Details (UK and Abroad) UK:</p> <p>Abroad:</p> <ul style="list-style-type: none"> ✓ I confirm that the information on this form is true ✓ I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date ✓ I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school ✓ I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the headteacher. 			
Signed by parent/carer:		Print name & relationship to child:	Date:
For school use only		Date request received / /	
Has the notification been considered by the headteacher? Y/N Has the notification been discussed with the parent/carer? Y/N Date: No of days Authorised No of days Unauthorised Date of communication with parents/carers regarding outcome			

Request for leave during term time- to be completed at least two weeks prior please and returned to attendance@taptonschool.co.uk .