



SOUTHFIELD PRIMARY SCHOOL

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

As a Parent/ Carer with whom the child lives you should complete this form if you are requesting to take your child out of school during term time. There is no entitlement to leave in term time and Parents/Carers should not expect leave of absence to be granted as of right. Approval is discretionary and only in exceptional circumstances. It is possible in certain circumstances that your child could be removed from the school roll and you would need to reapply for a place on your return.

Please return the completed form to the Headteacher **no less than 4 weeks before** the date when you want the period of absence to start, stating your reasons for needing to take your child out of school during term time.

We must **WARN** you that if you take your child out of school without authorisation the Local Education Authority has the power to issue Fixed-Penalty Notices of £60, rising to £120 if not paid within 28 days (Anti-Social Behaviour Act 2004).

NAME OF CHILD: _____ CLASS: _____

ADDRESS: _____

Telephone: _____ Parent / Carer Name: _____

DESTINATION: _____

REASON FOR APPLYING FOR ABSENCE DURING TERM TIME

PROPOSED DEPARTURE DATE FROM SCHOOL.....

RETURN DATE TO SCHOOL.....

TOTAL NUMBER OF SCHOOL DAY ABSENCES APPLIED FOR.....

Signature of Parent / Carer: _____

Date: _____

Your request for leave of absence for your child for days is approved / not approved. Your child will be expected to return on Failure to do so will result in any extra time being classified as unauthorised absence.

Signed..... Headteacher Date