

**APPLICATION BY PARENT(S)/CARER(S) FOR A CHILD(REN)'S LEAVE OF ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES**

**To the Headteacher**

Name of Child(ren) ..... Class .....  
..... Class .....

Name of parent(s)carer(s) .....

Address .....  
.....

I/We wish to apply for our child(ren) to be absent from school for exceptional circumstances.

Dates: From ..... To .....

Total number of days .....

Please supply as much detail as possible, the reason for your request and why you feel it is exceptional circumstances. (Please supply written evidence from your employer of any compulsory work holidays.)

Signed: ..... Date: .....

Signed: ..... Date: .....

If your child has any siblings at any other school that will also be absent on these days please provide the name of the sibling and the school here:-

.....

Consequences for parents taking children on holiday in term time which are not authorised by the school MAY result in a Penalty Notice of £80 per parent per child, increasing to £160 if not paid within 28 days, being issued by the Local Authority.

**School Use Only:** Date received: ..... Attendance: .....

Interview offered to parent	Yes/No	By: .....	Date: .....
Authorised?	Yes/No	By: .....	Date: .....
Penalty to be issued	Yes/No	By: .....	Date: .....
Parent informed by phone call	Yes/No	By: .....	Date: .....
Parent informed by letter	Yes/No	By: .....	Date: .....