REQUEST FOR CHILD'S LEAVE OF ABSENCE DURING TERM TIME

This form needs to be submitted at least four weeks prior to proposed leave.

Please complete this application form and return to the school office.

1.Pupil's Name:_____ Date of Birth:_____ Class:_____

Home Address:_____

I wish to apply for my child to be absent from school during the following dates:

Date of last day at school:_____ Date of return to school:_____

Total number of days missed:_____

If your child will not be able to attend on the date of return to school please make sure that you inform us. This needs to be done by phone or email. Failure to follow this requirement could result in your child being deleted from the school roll and it may lead to a referral to Children's Social Care, Access and engagement Service or Children Missing from School' Investigation Team.

Please state the purpose of this period out of school and why this must be taken during term time and not the school holidays.

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2. Contact details whilst abroad/absent from school:

If your child is being taken out of school during term time and the details of their location are not provided, this could turn into a serious safeguarding issue. When a child is absent or is missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If parents/carers fail to provide required information then the school may make a referral to the International Police and International Social Services as a missing child.

Address whilst away:

_____
_____
_____
_____

Telephone number whilst away:_____

3. Please attach proof of where you will be whilst away.

I am making an application for my child (named above) to have authorised absence from school. I understand that if this is not agreed then any absence will be treated as unauthorised and this will be brought to the attention of the Access and Engagement Service which may lead to a penalty notice.

4. Parent/Carers Details:

Parent/carer: Title_____ Full Name:_____ Tel:_____

Signature:_____ Date:_____

FOR OFFICE USE ONLY
Check list:

***All sections are filled in: Yes___ No___**
***Copies of proof of where and when child is away: Yes___ No___**
***Date of receiving the application:_____**
***Received by:_____**