

Parental Request for Authorised Student Leave during Term Time

1. Student Details

i Students Name _____ Tutor Group _____

ii. Students Name _____ Tutor Group _____

iii. Students Name _____ Tutor Group _____

2. Reason for Leave Request

A. Religious Festival (*Only the day of the festival can be authorised*)

Please give the name of the Religious Festival _____

B. Leave for the purpose of (Please circle)

Sporting Activity	Extra Work Experience	Private Academic Examination	Audition
Dance or Music Exam	Armed Forces Cadet Activity	Performance Licence	Other

Please attach /submit all relevant supporting paper work

C. For **Other** please give full details of the reason for the request.

D. Dates being requested

From ___/___/___ to ___/___/___ The Number of school days requested is _____

If you are flying when is the flight return date? ___/___/___ what is the destination? _____

Signature of Parent _____ Print Name _____ Date ___/___/___

Email _____ Mobile number _____

For office use only

Student Name	Tutor group	Attendance	Supporting Paper work	Exams	Decision	Number of days
			YES NO	YES NO		
			YES NO	YES NO		
			YES NO	YES NO		

Signed _____ Date _____ Position _____

Please attach a copy of the decision letter /email

Parental Guidance for Requesting Authorised Student Leave during Term Time

From the 1st September 2013 legislation will change and authorised leave during term time for the purpose of holidays can no longer be granted. Holidays will be unauthorised in the registers and parents may find themselves liable to a fixed penalty fine if they take their child out of school for the purpose of a holiday in term time.

Requests for authorised absence in exceptional circumstances will be considered. Parents should complete the request form over leaf. The amount of time requested will also be considered as part of the application process. Parents should not take their child out of school unless they have already received authorisation.

Applications for authorised leave must also be completed in the following circumstances

- A Religious Festival
- Performance Licence – supporting paper work required
- External Sporting Participation – supporting paper work required
- Auditions – supporting paper work required
- Additional work experience events - supporting paper work required
- Armed Forces Cadet events – supporting paper work required
- External examinations – Dance, Music etc.
- External academic examinations
- Other

Mrs A Arab

Attendance Officer