



**APPLICATION FOR ABSENCE FROM SCHOOL: EXTENDED LEAVE**

It is a legal requirement for parents/carers to obtain the permission of the Head Teacher before removing their child from school during term time. Raunds Park Infant School cannot authorise term time absence other than in exceptional circumstances. Parents do not have the automatic right to take their children out of school during term time and may be issued with a penalty notice (£60 per parent per child) if they do so without the prior arrangement of the Head Teacher.

Parents wishing to apply for their child to be granted leave from school should complete this form and return it to school for consideration before booking and well in advance of the proposed leave. Upon receipt of a request the Head Teacher will make a decision as to whether to authorise the absence, being mindful of government regulations and guidance. The law only allows the Head Teacher to grant leave in **exceptional circumstances**. By definition, special or exceptional trips should not occur regularly. Therefore requests should not be on an annual basis

For leave of 5 or more consecutive school days in duration, or when the school has concerns about the leave request the Head Teacher or their representative may meet with you to discuss your application.

**PARENTS SECTION:** (Please attach additional sheets if necessary)

Surname of child	<input type="text"/>	First name of child	<input type="text"/>
Date of birth	<input type="text"/>	Any siblings applying for leave	<input type="text"/>
Surname of Parent or Carer	<input type="text"/>	Relationship to child	<input type="text"/>
Home address	<input type="text"/>		
Postcode	<input type="text"/>	Telephone number	<input type="text"/>

Please state why leave must be taken during term time instead of during school holiday periods.

	<input type="text"/>		
Length of absence	<input type="text"/>	Destination	<input type="text"/>
Date of departure	<input type="text"/>	Date due back in to school	<input type="text"/>

Parent/carer's signature

Date of application

**SCHOOL SECTION:** Date application received

Date of meeting with parents/carers if applicable

SIMS ethnicity code

Gender of child

Leave request approved

Parents informed of potential consequences of taking unauthorised leave?

Is Leave of 5 or more consecutive days?

Reason(s) for decision

Number of previous applications granted

**Head Teacher's signature  
(or nominated representative)**

**Date**

**Please return a copy of this form to the parent/carer after consideration** In cases where leave has been authorised by the school, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.