



Lingham Primary School Application for Leave During Term Time



Parents/Carers must ask permission for their child to be absent during term time, and it is at the Headteacher's discretion to decide whether or not the absence will be authorised. The Headteacher may authorise leave during term time for *exceptional circumstances only*. If leave is taken without permission, or no application is made, parents/carers risk being issued with an Education Penalty Notice. Parents/Carers wishing to apply for their child to have leave of absence from school should complete this form and return it to school for authorisation at least two weeks before the proposed leave.

PARENT'S/CARER'S SECTION			
Surname of child			First name
Date of birth	Year	Class	
Full name of parent (1)			
Address of parent (1)			
Postcode	Telephone No.		
Full name of parent (2)	Telephone No.		
Address of parent (2)			
Do you consider this request to be due to exceptional circumstances? If so, please outline the reasons why			
Departure and return date	Total number of days absent from school:		___ days
Would your child miss any national tests or examinations?	Yes / No		
Has she/he had leave during term-time in the last 12 months? Yes / No (circle as appropriate)			
(If so, please give dates, reasons, and number of school days leave):			
If there are any other siblings, please provide their names and the school they attend:			
Name:	School		
Name:	School		
Name:	School		
Parent/Carer signature	Date		

SCHOOL SECTION	
Holiday in Term Time	(i) approved ___ school days (ii) not approved ___ school days
Reasons	
Date discussed with parent/ carer and/or date informed of approval/ non-approval	
Headteacher's signature	Date