**APPLICATION BY PARENT/CARER FOR CHILD’S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

Pupil’s Name …………………………………….. Class ……………………………

Home Address ……………………………………………………………………………….

I wish to apply for my child to be absent from school:

First day of absence …………................ Last day of absence ……………................

Total number of school days missed ………

Reasons for absence from school:

………………………………………………………………………………………………….

………………………………………………………………………………………………….

*I apply for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice.*

Name of Parent/Carer making application ………………………………………………..

Signed ……………………………………………..

Date ………………………………………………..

**PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD’S SCHOOL GIVING AT LEAST 28 days’ NOTICE OF INTENDED ABSENCE**

Your application for leave of absence from school during term time for …………………… has been approved as they are not statutory school age and still in nursery.

Your application for leave of absence from school during term time for …………………… has been approved due to the circumstances you describe.

Your application for leave of absence from school during term time for …………………… has not been approved and will be recorded as unauthorised.

**More than 10 unauthorised absences within a 10 week period will result in a penalty notice being issued.**

Signed…………………………………………….. Date……………………………..

**You will be informed via text message the outcome of your application.**