

EXEPTIONAL CIRCUMSTANCES ABSENCE REQUEST FORM

Request for a leave of absence due to exceptional circumstances to be granted by school for my child/children to go on holiday in term time.

Reason for taking child out of school during term time Destination.....

Dates of absence requested: From until

Number of school days which will be missed (do not include weekends or school holidays)

Reason for taking holidays in term time

Have you requested absence from school before in this school year? YES/NO If YES, how many school days were missed?

Parent's address Telephone number

Name(s) of parent or guardian..... Signed Date

(please print) Signed Date

To be completed by parent			To be completed by the school that the child attends		
Please list the names and schools of all children who require permission for this absence.			Permission granted?	Authorised by:	
Name of child (please print)	School	Class or Year Group	Yes/No	Name (please print)	Signed and Dated

This form may be photocopied – permission must be obtained individually for each child from his/her school. Please ensure that each school receives the form in advance of the absence.

Parents - please note that holidays taken in term time without prior permission from school may result in legal sanctions for irregular attendance being taken against you. You could be issued with a penalty notice (fixed penalty fine) for each child or prosecuted.

Completed form to be returned to parent; copy to be retained by school.
(Version Sep13)

Newcastle HolForm1