**Notification of Term Time Leave**

***One form per family***

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| **Name of Pupil:** **Class:****Current Address:****Siblings in this or other schools:*****(Name, DOB, School)*** | **Name of Parent/Carer 1:DOB:****Name of Parents/Carer 2:DOB:****Telephone Number:****Email:** |
| **Dates of Leave: From - To -** |
| **Notifications for leave during term time should be authorised by the head teacher if the reason is considered to be an exceptional circumstance.****Reason for Leave:****Do you consider there to be exceptional circumstances? Please indicate below.****Yes – Please attach additional information/evidence to support your circumstances.****No** |
| **Where will you be staying during the leave period?** **Please provide the full address and Emergency Contact Details (UK and Abroad)****UK:****Abroad:** |
| * I confirm that the information on this form is true.
* I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on the due date.
* I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at school.
* ***I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher.***
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| **Signed by Parent/Carer:** | **Print Name:Relationship to Child:** | **Date:** |
| **For School Use Only:** | **Date request received:** |
| **Has the notification been considered by the Headteacher? YES/NO****Has the notification been discussed with the parent/carer? YES/NO****Number of School Days Requested: Number of School Days Authorised:****Number of School Days Unauthorised: Date of decision sent to parent/carer:**  |
| **If unauthorised leave is taken and this case complies with the Penalty Notice criteria, please forward to CILS along with pupil/student attendance register.** |
| **Name of School:****Birley Primary Academy** | **Headteacher’s Signature:** | **Date:** |

**Additional information/evidence to support your notification.**

**Please note the head teacher’s decision is final and leave can only be authorised in exceptional circumstances.**