

# Dobcroft Junior School



## Notification of Term Time Leave (one form per family per school)

**Before completing this form, please ensure you have understood school's policy for term time leave**

Name of pupils at this school:		Name of Parent/Carer 1:	
		D.O.B:	
Siblings in other schools: (name, dob, name of schools)		Name of Parent2:	
		D.O.B:	
Current address:		Address of parent 2 if different to that on the left:	
		(please ensure school have correct details for all parents/carers)	
Dates of leave: From		To	
<b>ARE YOU REQUESTING EXCEPTIONAL TERM TIME LEAVE?</b>			
Exceptional leave during term time: yes/no			
(If yes, please attach or write on the back any additional information/evidence to support your circumstances)			
<b>Where will you be staying/visiting during the leave period?</b>			
If staying with friends/relatives, please provide the full address and Emergency Contact Details (UK and Abroad). If taking a holiday, please provide the region and country of travel.			
UK: _____			
Abroad: _____			
<ul style="list-style-type: none"> <li>I can confirm that the information on this form is accurate and true</li> <li>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</li> <li>I am aware that if my child does not return to school by the date provided, he/she is at risk of losing their place at this school</li> <li>I am aware that I will receive a Fixed Penalty Notice and/or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher.</li> </ul>			
Signed by parent/carers:		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 Headteacher?		Yes/No	
Date: _____			
No of days Authorised:		No of days Unauthorised:	
NO	<b>Leave is not authorised as it does not meet school policy for exceptional circumstances</b>		We are unable to authorise holidays
			We are unable to authorise family visits
			Other reason
YES	<b>Leave is authorised as the request is for an exceptional circumstance</b>		
Date of decision letter sent to parent/carers (only if leave is to be granted):			
If unauthorised, the Headteacher is required to request a Fixed Penalty Notice for each resident parent, and for each child within the household.			

**Please write any additional information/evidence to support your circumstances**

[illegible]