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| **Name of Pupil:**  **Siblings in this or other schools:**  **(name, dob, name of school)**  **Current address:** | | **Name of Parents/Carers 1: (please ensure school have correct details for all parents/carers)**  **Parent/Carer 1 D.o.b:**  **Name of Parent/carer 2:**  **Parent/carer 2 D.o.b:** | |
| **Dates of leave: From To** | | | |
| **Notifications for leave during term time should be authorised by the headteacher if the reason is considered to be an exceptional circumstance.**  **Reason for leave:**  **Do you consider there to be exceptional circumstances (please indicate)?**  **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 to 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 this 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.** | | | |
| **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? Y/N**  **Has the notification been discussed with the parent/carer? Y/N Date: …………….**  **No of days Authorised ……… No of days Unauthorised ………….**  **Date of decision letter sent to parent/carer (only if leave is to be granted):** | | | |
| **If unauthorised leave is taken and this case complies with Penalty Notice criteria, please forward to Attendance Legal Team (Education & Skills) along with Pupil/student attendance register.** | | | |
| **Name of school:** | **Headteacher’s signature:** | | **Date:** |