

REQUEST FOR TERM TIME LEAVE

TO BE COMPLETED AT LEAST TWO WEEKS BEFORE THE PROPOSED LEAVE

Education is a once in a lifetime opportunity.

The DfE has recommended that holidays should not be taken in term time. The DfE recommends that Headteachers consider the following points when deciding whether to authorise the leave request.

- Approval will not be given for students with poor attendance records.
- Approval will not be given for leave during examination weeks. Please check with the school for more specific dates for examinations.
- Long weekends and `odd` days off should not normally be authorised.
- Approval will not be given for leave that is taken due to the availability of cheap holidays.
- Overlap with the beginning or end of term.

Government guidance states that only Headteachers are able to authorise absence from school but this should only be in **exceptional circumstances. Holidays in term time are not a right and should not be automatically granted.** In order for our students to achieve their educational potential applications for term time absence are usually declined. I would request your support in reducing absence from school.

Parents to Complete

Name of Student(s)	Form (s)
Please give detailed reason for absence during term time.	
Proposed first day of absence:	Proposed last day of absence:
Returning to school on:	Total number of school days:
Signed _____ Parent/Carer Date _____	

Headteacher to complete

Confirmed number of days absence requested:	
Percentage of attendance	
<input type="checkbox"/> AUTHORISED On this occasion I can authorise the absence.	<input type="checkbox"/> UNAUTHORISED I am sorry but I am unable to authorise this absence during term time. If the absence is still taken it will be recorded as unauthorised.
Signed _____ Headteacher Date _____	