



## Codicote C of E Primary School Term Time Leave of Absence Request Form

**Forms need to be submitted at least 3 weeks before the planned absence.**

No holidays taken in term time can be authorised unless there are exceptional circumstances. This ruling applies, by law, to all state schools in England.

<b>Student details</b>					
<b>Name</b>		<b>DOB</b>		<b>Class</b>	
<b>I request permission for my child to be absent from school:</b>					
<b>First date of absence</b>		<b>Date of return</b>		<b>Total School Days</b>	
<b>Reason for request</b>					
<b>Service personnel returning from a tour of duty abroad</b> (These requests will need to be accompanied by a letter from the Service Welfare Officer)					
<b>Children, whose parents' holidays are dictated by their employer:</b> Services personnel, Police, Fire Service. (These requests will need to be accompanied by a letter from the employer)					
<b>A child with a parent/carer or sibling who has a life limiting condition or illness.</b>					
<b>Exceptional and unforeseen circumstances</b> (please include, on a separate sheet, reasons for requesting a term time holiday under this area)					
<b>Declaration</b>					
I have read and understood the attached information on term time absence, unauthorised absences and penalty notices.					
<b>Signed Parent/carer</b>				<b>Date</b>	

<b>For school use only</b>					
<b>Authorised</b>		<b>Unauthorised</b>		<b>Unauthorised absences to date</b>	
<b>Signed</b>		<b>Position</b>		<b>Date</b>	

**Original signed and completed forms to be retained with pupil's record**

**Copy returned to parent/carer of the pupil to confirm authorisation or refusal before the intended absence.**