**REQUEST FOR ABSENCE FROM SCHOOL DURING TERM TIME**

The principal will consider a request for Term Time Leave only where exceptional circumstances are evident and only when applied for **2 weeks in advance**. The Principal will advise you of his decision in writing.

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| --- | --- |
| 1. Full name of Parent/Carer   ………………………………………….  Address:  …………………………………………..  …………………………………………..  …………………………………………..  Signature ………………………………  Date …………………………………… | 1. Full name of Parent/Carer   …………………………………………..  Address:  …………………………………………..  …………………………………………..  …………………………………………..  Signature ………………………………  Date …………………………………… |

Name of Student ……………………………………………… Form………………….

I/We request that the above named student is absent from school during the following period:-

From (1st day of absence) :Date ……………………….………….…………

Return to College on :Date ……………………….…………………….

Total number of absent days

The exceptional circumstances I would like you to consider are: …………………………………………………………………………………………………...

……………………………………………………………………………………………………

……………………………………………………………………………………………………

Supporting evidence attached Yes No

Important information: By Law, you are legally responsible for ensuring your child receives full time education.

Parents can be fined by the local authority for taking their child on holiday during term time without consent from the college. There will be gaps in your childs learning and education, that will impact upon their progress in the long term, making it difficult for them to catch up on work when they return.

The penalty notice fine is £80 per child and per Parent/Carer to be paid within 21 days and rises to £160 if not paid within the 28 days allowed. Failure to pay can result in prosecution at court.