Ryhall CE Academy
"Look back with pride and move forward with confidence"
PROUD TO BE PART OF PDET

REQUEST FOR TERM TIME LEAVE OF ABSENCE

This form is to be completed by the Parent*/Carer with legal responsibility for the child and ordinarily forwarded to the Headteacher **at least 10 school days** before the period of absence.

Parents no longer have the right to remove children from school for reasons other than illness. In accordance with legislation, absences can only be authorised in exceptional circumstances.

Please refer to our Attendance and Absence Policy for further details.

Name of child/ren:	Class/es:
Dates (inclusive):	Length of absence (in days): Collection time for a pick up during the school day
Details of exceptional circumstances requiring absence during term time: **(Please give supporting evidence where necessary / additional information can be given on a separate sheet e.g. medical appointment letter)**	
Parent / Carer Name: I understand that by taking my child(ren) out of school that learning/schoolwork will be missed. Signed: Date: **Accompanying parental consent letter attached*	**School** Child(ren)s current attendance: _____% Authorised ☐ Not Authorised ☐ Reason: Signed: Headteacher Date:
Notes: Please refer to the school's Attendance and Absence Policy for further information. **Where parents are separated leave of absence cannot be granted unless both parents with parental responsibility agree to the request being made. Leave of absence request forms signed by one parent must be accompanied by a letter of consent from the other parent.* *For medical/dental appointments that cannot be arranged outside of the school day, the appointment card/letter/text must be shown to the Headteacher in advance of the appointment. Holidays in term time cannot be authorised.*	
PLEASE DO NOT WRITE IN THIS BOX – OFFICE USE ONLY Received Date: Signed:	

Warning: A fixed penalty notice may be issued by the Local Authority if you choose to take unauthorised term time holiday. Each parent may be liable to a penalty of £60 if paid within 21 days and £120 if paid between 22-28 days. Per child on roll at the School.