

Notification for Term Time Leave (one form per child)

Name of School: King Egbert School, Totley Brook Road, Dore, Sheffield, S17 3QU

Complete and return for the attention of Mr Haigh, Headteacher at least 1 month before requested dates.

<i>Name of Student</i> <i>Year / House Form</i> <i>Siblings in this or other schools (name, dob, name of school)</i>	<i>Name of Parents or Carers</i> <i>Telephone number</i> <i>Email</i>	
Dates of leave requested. From _____ To _____		
Requests for leave during term time should be authorised by the head teacher if the reason is considered to be an exceptional circumstance. Reason for leave: Why would you like to apply for exceptional circumstances? (Please attach additional information/evidence to support the circumstances) Where will you be staying during the leave period? Please provide the full address and Emergency Contact Details (UK and Abroad) UK: Abroad:		
<ul style="list-style-type: none"> 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 the 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 Head teacher. 		
Signed by parent/carer	Print name and relationship to child	Date
For school use only	Date request received / /	
Has the request been considered by the Head teacher? Y/N Has the request been discussed with the parent/carer? Y/N Date: No. of school days Requested No. of days Authorised No. of days Unauthorised Date of decision letter sent to parent/carer:		
<i>If unauthorised leave is taken and this case complies with Penalty Notice criteria please forward to CILS along with Pupil/student attendance register.</i>		
Name of School: KING EGBERT SCHOOL	Headteacher's signature	Date