



Holiday Notification Exceptional Circumstances Please Tick

Childs Surname:		Childs Forename:	
Date of Birth:		Form:	
Full Name & Address of Parent/Carer requesting the Leave of Absence:			
Address of Child if different from above:			
Contact Telephone Number(s):			
Please give an explanation to why you are requesting to take your child out of school during Term Time:			
Will your child miss any National Tests or Examination during this absence:			
YES <input type="checkbox"/>		NO <input type="checkbox"/>	
tick		Please	
Length of Absence (Total school days)	From: Day/Date/Month/Year	To: Day/Date/Month/Year (Inclusive)	
Emergency Contact Number(s):			
Parent/Carers' Signature:		Date:	

Please note that no absence will be authorised except in exceptional circumstances. A Fixed Penalty notice for holidays taken in Term Time will be issued by the Local Authority.