

| | | | |
|--|--|--|-----------|
| Surname of child | | First Name of child | |
| Date of Birth | | Form | |
| Full Name(s) of Parent/Carer (1) Address if different from child. | | Full Name(s) of Parent/Carer (2) Address if different from child. | |
| Address of child | | | |
| Postcode | | Contact telephone number | |
| About the request | Please give an explanation for taking your child out of school in term time. | | |
| | Would he/she miss any national tests | YES/NO | |
| Length of absence (school days) | | From (date) | To (date) |
| Emergency telephone contact number | | | |
| Parent / Carer's signature | | | |

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.