

**NOTIFICATION OF INTENTION TO TAKE CHILD (REN) OUT OF SCHOOL FOR A
PERIOD OF UNAUTHORISED LEAVE DURING TERM TIME**

To: The Headteacher of:..... (School) Date.....

My child(ren) (full name)..... Class

Will be absent from school

for the period from (date)..... to (date)

date of return to school.....

Please note that no authorisation can be given for holidays following changes to attendance regulations as published and any leave may be subject to a fixed penalty.

(Signature of 1st parent/carer(s) Print Name.....

(Signature of 2nd parent/carer(s) Print Name.....

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request meets the criteria for a fine to be issued.

For Office Use Only

Current Attendance.....% Last Year's Attendance.....%

Number of school sessions of leave requested

Number of school sessions of leave during term time (this academic year)

Does request meet published fine criteria YES/NO

Date fine paperwork completed and sent to authority

SignedHeadteacher . Date