



# Dobcroft Nursery Infant School

## Notification of Term Time Leave (one form per family per school)



**Before completing this form, please ensure you have understood school's policy for term time leave**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                |                                                                    |                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------|
| Name of pupils at this school:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                | Name of Parent/Carer 1:                                            |                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                | D.O.B:                                                             |                                          |
| Siblings in other schools: (name, dob, name of schools)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                | Name of Parent2:                                                   |                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                | D.O.B:                                                             |                                          |
| Current address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                | Address of parent 2 if different to that on the left:              |                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                | (please ensure school have correct details for all parents/carers) |                                          |
| Dates of leave: From                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                | To                                                                 |                                          |
| <b>ARE YOU REQUESTING EXCEPTIONAL TERM TIME LEAVE?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                |                                                                    |                                          |
| Exceptional leave during term time: yes/no                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                |                                                                    |                                          |
| (If yes, please attach or write on the back any additional information/evidence to support your circumstances)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                |                                                                    |                                          |
| <b>Where will you be staying/visiting during the leave period?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                |                                                                    |                                          |
| If staying with friends/relatives, please provide the full address and Emergency Contact Details (UK and Abroad). If taking a holiday, please provide the region and country of travel.                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                |                                                                    |                                          |
| UK: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                |                                                                    |                                          |
| Abroad: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                |                                                                    |                                          |
| <ul style="list-style-type: none"> <li>I can confirm that the information on this form is accurate and true</li> <li>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</li> <li>I am aware that if my child does not return to school by the date provided, he/she is at risk of losing their place at this school</li> <li>I am aware that I will receive a Fixed Penalty Notice and/or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher.</li> </ul> |                                                                                                |                                                                    |                                          |
| Signed by parent/carer:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                | Print name & relationship to child:                                | Date:                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                |                                                                    |                                          |
| For school use only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                | Date request received:                                             |                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                |                                                                    |                                          |
| Has the notification been considered by the Headteacher?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                | Yes/No                                                             |                                          |
| Has the notification been discussed with the Headteacher?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                | Yes/No                                                             |                                          |
| Date: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                |                                                                    |                                          |
| No of days Authorised:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                | No of days Unauthorised:                                           |                                          |
| NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Leave is not authorised as it does not meet school policy for exceptional circumstances</b> |                                                                    | We are unable to authorise holidays      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                |                                                                    | We are unable to authorise family visits |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                |                                                                    | Other reason                             |
| YES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Leave is authorised as the request is for an exceptional circumstance</b>                   |                                                                    |                                          |
| Date of decision letter sent to parent/carer (only if leave is to be granted):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                |                                                                    |                                          |
| If unauthorised, the Headteacher is required to request a Fixed Penalty Notice for each resident parent, and for each child within the household.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                |                                                                    |                                          |

**Please write any additional information/evidence to support your circumstances**

[illegible]

