Nether Green Junior School - Notification of Term Time Leave

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

Name of Pupil:	Names of Parents/Carers	
	Parent/Carer 1:	
Class:	DOB:	
Oth the war to the large of the war as he also		
Siblings in this or other schools (Name, DOB, name of school)	Parent/Carer 2:	
	DOB:	
Current address:		
	_	
Dates of leave. From:	To:	
(inc.)	(inc.)	
Leave during term time should be authorised by be an exceptional circumstance.	the Head teacher if the reason is considered to	
Reason for leave:		
Do you consider there to be exceptional circumstances? Yes/No		
(If Yes, please attach additional information/evide	ence to support your circumstances)	
(ii res, please attach additional information/evidence to support your circumstances)		
Where will you be staying during the leave period? Please provide the full address and Emergency Contact Details (UK and Abroad)		
UK:		
Above		
Abroad:		
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	sohool by the date provided that be/she is at	

- 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 & relationship to child	Date
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For school use only	Date request received /	/	
Has the notification been considered by the Head teacher? Yes/No			
Has the notification been discussed with all parents/carers who have parental responsibility for			
this child? Yes/No Date:			
No of days Authorised No of days Unauthorised			
Date of decision letter sent to parent/carer:			
If unauthorised leave is taken and this case complies with Penalty Notice criteria please forward to CILS along with Pupil/student attendance register.			
Name of school	Head teacher's signature	Date	
Nether Green Junior School			