Bessemer Primary School
Application for Leave During Term Time

Parents/Carers must ask permission for their child to be absent during term time, and it is at the Head Teacher's discretion to decide whether or not the absence will be authorised.

The Head Teacher may authorise leave during term time for **exceptional circumstances only**; for example, a funeral. Parents will be asked to provide evidence of the exceptional circumstance.

If leave is taken without permission, or no application is made, parents/carers risk being issued with a Penalty Notice or being prosecuted upon their return.

Child's Name		Class	

Reason for request:	
Date of first day absence from school:	**Date of return to school:**

Parent Signature:		Date:	

This form should be completed and returned to the office 2 weeks before the proposed leave.

School Use Only	
Attendance %	
Will the child miss any national tests?	
Other leave in the last 12 months?	
Total number of school days missed?	
Number of days approved:	**Number of days not approved:**
Reasons:	
Headteacher signature:	
Date parent informed:	