



Warmington School

School Lane, Warmington, Peterborough, PE8 6TA

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Request for Term Time Leave of Absence

To be completed by Parents/Guardians and returned to the Executive Headteacher as early as possible prior to the requested period of absence

The Keeping of Pupil Regulations Act 2006 has been amended since September 2013. Headteachers cannot authorise term time absence for a family holiday. Headteachers are only able to authorise term time absence from schools if the request meets the criteria of a once in a lifetime exceptional circumstance.

Name of Pupil			
Class and Year Group			
First date of absence			
Last date of absence			
Reason for absence			
<i>(If applicable please attach a copy of medical appointment letter for your child or if for a holiday -from your employer if the request is due to a work related issue)</i>			
Date		Signed	
The request will be referred to Northamptonshire County Council if the absence is unauthorised and for 5 days or more.			
To be completed by the school			
Authorised		Unauthorised	
Reason for authorised (e.g. religious observance, medical, other authorised circumstances)		Reason for unauthorised (e.g. family holiday)	
Executive Headteacher' s Signature		Date	

WARNING: A fixed penalty notice may be issued by the Local Authority if you choose to take unauthorised term time leave of absence. Each parent may be liable to a penalty of £60 for each child registered at the school.

Executive Headteacher

Mr Edward Carlyle