



# CHASE HIGH SCHOOL

## Aspiration, Character & Excellence

Tel: 01702 354441

**Headteacher:**  
Mr Matthew Suttwood  
BSc(Hons), NPQH

### APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

There is no entitlement to parents/carers to take their child out of school during term time. However, you may apply to the school for leave of absence if you believe that there are exceptional circumstances. If the absence is not authorised and the holiday is taken, the case will be referred to the Local Authority, which may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent/carer for each child taken out of school.

Important: **Please complete one application per child.**

Name of child	
Date of birth	
Year/tutor group	
First date of absence	
Last date of absence	
Number of days absence requested	

Important: I confirm that a letter is attached outlining the 'exceptional circumstances' for which a leave of absence is being applied for. I am also attaching supporting documentation.

I acknowledge that it is entirely the decision of the Headteacher whether or not the reason provided constitutes an exceptional circumstance. Furthermore, I also understand that failure to attach a letter will result in this application not being considered.

Signed	
Print name	
Relationship to child	
Date	



**DISCOVERY**  
EDUCATIONAL TRUST

Chief Executive Officer: Mr R Duff  
Chase High School is proud to be part of the Discovery Educational Trust