

NOTIFICATION OF TERM TIME LEAVE

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

Pupil Name: Siblings in other school: Name, dob. School) Current address:	Name of parent/carer 1: D.O.B Name of parent/carer 2: D.O.B Address of parent 2 if different to that on the left:	
Dates of leave: From: _____ To: _____		
What is the notification for? Exceptional Leave during term time: Yes/No (If yes please attach additional information/evidence to support your circumstances) Holiday in term time: Yes/No		
Please add the details for the leave of absence;		
<ul style="list-style-type: none"> • I can confirm that this information is correct • I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school • 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 will be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the headteacher • 		
Signed by parent/carer: _____	Print name & relationship to child: _____	Date: _____
For School Use Only: Decision letter sent to parent date: _____	Date request received: _____	

For Y7-11 please return to khutchinson@notredame-high.co.uk

For Y12-13 please return to evessey@notredame-high.co.uk

Notre Dame High School,
 Fulwood Road, Sheffield S10 3BT
 Telephone: 0114 230 2536 Fax: 0114 230 8833
 Email: school@notredame-high.co.uk Web: www.notredame-high.co.uk

Headteacher: Mrs D Cleary

"In the schools teach whatever is necessary to equip students for life." Saint Julie Billiart

Notre Dame High School, a charity and company limited by guarantee, registered in England and Wales (reg no. 8098354). Registered Office:
 Fulwood, Sheffield, S10 3BT