## **Request for Leave during Term Time**

Date	
To: The Headteacher of:	(Schoo
I request permission for leave in term time fr	om school for my child:
(full name)	
from (date) to (date)	for school days.
My child will be accompanied during the leav	ve by:
(parent/carer)	and (parent/carer) on for this request are: -
(If necessary, please continue on a separate sh	heet and attach it to this form)
I have (an)other child(ren) in (an)other school	ol(s) as follows
Child(ren) (full name(s)	School(s)
Name of 1st Parent/Carer(s)	Signed
Mobile No:	
	Signed
Mobile No:	

Please return the completed form to the school office. The school will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Headteacher.

For Office Use Only	
Date request for leave in term time received by school	
Current Attendance%	Last Year's Attendance%
Number of unauthorised absence sessions during previous	us 10 school weeks
Re: Siblings: other schools confirmed?	
What action are other schools taking?	
Leave in term time Agreed/Not Agreed	
Request for leave is <b>agreed/is not agreed</b> for the above above dates.	pupil to take leave during term time between the
Signed	b Title
Print Name	Date
Notification of decision: Date letter sent to parent	
Any notes:	