

Request for Leave during Term Time

Date.....

To: The Headteacher

of:.....(School)

I request permission for leave in term time from school for my child:

(full name)

.....

from (date) to (date) for school days.

My child will be accompanied during the leave by:

(parent/carer) and

(parent/carer).....

The **exceptional circumstances** and reason for this request are: -

If necessary, please continue on a separate sheet and attach it to this form)

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s) School(s)

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Name of 1st Parent/Carer(s)Signed

Current

address.....

Mobile No:.....

Name of 2nd Parent/Carer(s) Signed

Current

address.....

Mobile No:.....

Please return the completed form to the school office. Each application for leave in term time will be considered and if it is agreed and authorised the Headteacher will determine the duration of any leave. However, if the application is not agreed and the absence occurs the dates will be unauthorised. Parents will be notified of any decision in writing. This notification may be hand delivered directly to the parent, emailed to the registered email address of the parent held on school records or posted to the parents' home address.

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

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Current Attendance.....% Last Year's

Attendance.....%

Number of unauthorised absence sessions during previous 10 school weeks

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Re: **Siblings:** other schools confirmed?

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What action are other schools taking?

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Leave in term time Agreed/Not Agreed

Request for leave is **agreed/is not agreed** for the above pupil to take leave during term time between the above dates.

Signed Job
Title.....

Print Name Date
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Notification of decision: Date letter sent to parent

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Any notes: