

## Request for Leave during Term Time

Date .....

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)

If you have another child/children in another school, please provide details below:

Full Name of Child/Children: .....

School: .....

Name of 1<sup>st</sup> Parent/Carer ..... Signed: .....

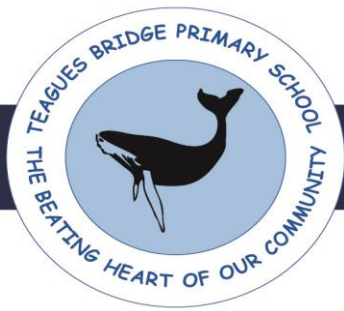
Current Address: .....

Mobile No: .....

Name of 2<sup>nd</sup> Parent/Carer ..... Signed: .....

Current Address: .....

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 school sessions previously taken as leave in term time .....

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

What action are other schools taking? .....

**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 .....

Notification of decision: Date letter sent to parent .....

Any notes: