

Request for leave during term time

Dear Headteacher,

Date.....

I request consideration for a grant of leave of absence from school during term time for:

My child full name.....

Date of birth:.....

Address:.....

For the period from (date):..... to (date):.....

Total number of days:.....

Name(s) of parent/carers who will be with the child(ren) when the leave is taken:

Full name..... Full name.....

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

(Please detail below the reason for your request for absence in term time and where relevant, include any supporting information. Please read the attached guidance notes for parents.)

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Are there any siblings of compulsory school age Yes/No

If so, please complete full names below

Child(ren)'s full name School(s) attended.....

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Declaration:

I have read the guidance notes for parents overleaf and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.

Signature of 1st parent/carer(s) Print Full Name.....

Signature of 2nd parent/carer(s) Print Full Name.....

Please return completed form to the school office.
The school will write to you to inform you if your request will be authorised or not.