



## Request for leave during term time

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

My child (full name) ..... Class .....

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

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

.....  
.....  
.....

Signature of parent/carer(s) ..... Print name.....

Date .....

**Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.**

**Please read the information on the back of this form before handing it in.**

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### **For Office Use Only**

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

Number of school sessions taken as leave during term time .....(this academic year)

### **Agreed/Not Agreed**

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

Rationale to decline request .....

Signed ..... Headteacher . Date .....

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

