REQUEST FOR TERM-TIME LEAVE

To the Headteacher

School/College _____

I wish to apply for term time leave for my child

Name	Class
1.	
2.	

from _____ to _____ inclusive

The Exceptional Reasons for this request are:

_____

Signature
(Parent/Carer) _____ Date _____

Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.

NB. If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance.