



**REQUEST FOR TERM-TIME LEAVE
To the Headteacher**

I wish to apply for term time leave for my child

Name	Class
1.	
2.	
3	

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.

✂ _____

✂ Dear

Name of Child:

Re: Request for Term Time Leave

You have requested _____ school days leave.

Your request for term time leave has been carefully considered but unfortunately it has not been possible to authorise it for the following reasons:

The reasons are not considered exceptional

The leave has not been requested in advance

If you proceed with this unauthorised term time leave the school may request a Penalty Fine to be issued by the Local Authority.

I am in agreement this is for exceptional reasons and have authorised this leave. Please note should the leave be extended for any reason, the extension may be regarded as unauthorised absence which may be used in any legal action for poor school attendance

Signature (Headteacher) _____ Date _____