

West Pennard Church of England Primary School



Church Lane, West Pennard, Glastonbury, BA6 8NT
Tel: 01458 832866
Email: office@westpennardschool.co.uk
Headteacher: Mr T. Wheat



REQUEST FOR TERM-TIME LEAVE

To the Headteacher

I wish to apply for term time leave for my child/ren

Name	Class
1.	
2.	
3.	

from to inclusive

If you will be requesting term-time leave for children in another school, please provide the details of their name(s) and school below:

Name	School
1.	
2.	

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 will result in a penalty notice being issued or legal action taken for poor attendance.

