



## 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.***