



## Request for Leave during Term Time

**To: The Headteacher of Stoneydelph Primary School**

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

Childs full name: \_\_\_\_\_

For the period from: \_\_\_\_\_ to \_\_\_\_\_

The exceptional circumstances and reason for the request are:

\_\_\_\_\_  
\_\_\_\_\_

I have other children in another school as follows:

Child/rens name: \_\_\_\_\_

School/s attending: \_\_\_\_\_

Signature of 1<sup>st</sup> parent/carer: \_\_\_\_\_

Signature of 2<sup>nd</sup> parent/carer: \_\_\_\_\_

*Please return completed form to the school office. The school will write to you and inform you of the decision from the Head Teacher.*

\_\_\_\_\_

### **Office Use Only**

Current attendance: \_\_\_\_\_ Last year's attendance: \_\_\_\_\_

No of school sessions taken as leave during term time this academic year: \_\_\_\_\_

### **Agreed/Not agreed**

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

Signed by headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

Notification of decision: date letter sent to parent: \_\_\_\_\_