

**Request for leave during term time**

To: The head teacher of Whittington Community Primary School Date.....

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

my child (full name) .....

for the period from (date) ..... to (date) .....

The **exceptional** circumstances and reason for this request are: -

.....  
.....  
.....

I have (an)other child(ren) in (an)other school(s) as follows:-

Child(ren) (full name(s) ) .....

School(s) attended .....

(Signature of 1<sup>st</sup> parent/carer(s)..... Print Name.....

(Signature of 2<sup>nd</sup> parent/carer(s) ..... Print Name.....

**Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.**

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**For Office Use Only**

Current Attendance.....%

Last Year's Attendance.....%

Number 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.

Rationale to decline request : .....

Signed .....Head teacher . Date .....

Notification of decision: Date letter sent to parent/carer .....