

Request for leave during term time



To: The Head of Fountains Primary School

Date:

I request consideration of a grant of leave of absence from school term during term time for			
Child's Full Name:		Date of Birth:	
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 st parents/carer(s)		Print Name	
Signature of 1 st parents/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.

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 student to take leave during term time between the above dates.

Rationale to decline request:			
Signed: (Assistant Head - Attendance)		Date:	
Notification of decision: Date letter sent to parent/carer			