

Request for Leave during Term Time

To: The Principal of Tynsel Parkes C.E. Primary Academy Date: _____

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

My child(ren) 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/academy(s) as follows:

Name(s): _____ School: _____

Signature of 1st Parent/Carer _____ Print _____

Signature of 2nd Parent/Carer _____ Print _____

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

For Official Use Only Current Attendance _____% Last Year's Attendance _____%

Number of 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 _____ Principal Date _____

Notification of decision: Date letter sent to Parent/Carer _____