



Request for leave during term time

To: The Headteacher of St Leonard's C.E First School & Nursery, Dunston

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 (1st day of absence) to (date returning to school)

The exceptional circumstances and reason for this request are:
.....
.....

<p>Delete if not applicable</p> <p>I have (an)other child(ren) in (an)other school(s) as follows</p> <p>Child(ren) full name(s)</p> <p>School(s) attended</p> <p>.....</p> <p>.....</p>
--

Signature of 1st parent/carer Print Name

Signature of 2nd parent/carer Print Name

Please return completed form to the school office. The school will 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)

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

Rationale to decline request:

Headteacher signature: Date:

Date notification of decision letter sent to parent / carer