

REQUEST FOR TERM TIME LEAVE

To the Headteacher:

School/College :

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I wish to apply for term time leave for my child who attends Meare:

Name	Class
1.	
2.	

For the following dates(inclusive):

From:	To:
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I will also be requesting leave for siblings at their respective Schools/Colleges. Please list below:

Name	School/College
1.	
2.	
3.	

The exceptional reasons for this request are:

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Signature:

Date:

Parent/Guardian

Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.

NB. If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance.