Request for leave during term time

To: **The Headteacher of Chadsmead Primary Academy**

I request consideration of a grant of leave of absence from school during term time for my child _____ (child's full name)

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

The exceptional circumstances and reason for this request are:

_____

_____

_____

_____

I have another child in school:

Child's full name: _____ Class: _____

Child's full name: _____ Class: _____

Child's full name: _____ Class: _____

Signature of 1st Parent/Carer: _____

Print name: _____

Signature of 2nd Parent/Carer: _____

Print name: _____

Date: _____

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 Code _____

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

Signed: _____ Date: _____

Notification of decision: Date letter sent to parent: _____