

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: 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) Code Agreed / Not Agreed

Request for leave is agreed / is not agreed for the above student to take leave during term

Notification of decision: Date letter sent to parent:

Signed: _____ Date: _____

time between the above dates: