



Request for Leave during Term Time

To: The Headteacher of Blakedown C.E. Primary School. Date:.....

I request consideration for leave of absence from school during term time for:

My child (full name).....

First date of absence:.....Last day of Absence:.....

Please state reason for leave (include any **exceptional** circumstances you wish to be considered):

.....
.....
.....
.....

I have (an)other child(ren) in (an)other school(s) as follows:

Child(ren) (full name(s)).....School(s) attended:.....

.....
.....

Signature of 1st Parent/Carer.....Print Name.....

Address:.....

Signature of 2nd Parent/Carer.....Print Name.....

Address:.....

Please return completed form to the school office. After consideration, the Headteacher will write to you to confirm whether the absence will be authorised or not.

FOR OFFICE USE ONLY

Number of school days applied for:.....

Current Attendance.....%

Last Year's Attendance%

Absence request: **agreed/not agreed**

Reason.....

Signed.....Date.....

Notification of decision: Date letter sent to parent.....