

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

To **The Headteacher of Henry Chadwick Primary School**

Date.....

I request leave of absence from school during term time for
my child (full name)
date of birth.....
address.....
for the period from (date)..... to (date).....

The **exceptional** circumstances and the reasons for this request are:

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.....
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Signature of first parent/carer..... Name.....

Signature of second parent/carer..... Name.....

- *Generally the DfE states that parents/carers include all those with day-to-day responsibility for a child.*

Please return the completed form to the school office as soon as possible. School will write to you to inform you if the absence has been authorised or unauthorised.

For Office Use Only

Attendance % as at

Number of school sessions taken as leave during term time this academic year

Request for leave is authorised / unauthorised for the above pupil to take leave of absence during term time between the above dates.

Rationale for authorising or unauthorizing the absence

Signed..... (Headteacher) Date

Date Notification of decision sent to both parents/carers