



REQUEST FOR TERM-TIME LEAVE

TOWER LEARNING COMMUNITY SCHOOLS **WILL NOT** AUTHORISE TERM TIME LEAVE

To the Headteacher

School/College

Abbas & Templecombe Primary School

I wish to apply for term time leave for my child/ren:

Name	Class
1.	
2.	
3.	
4.	

from

to

inclusive

The Exceptional Reasons for this request are:

Headteacher's response:

Siblings at different schools who would also be affected (parent please fill in):

Pupils Name/s:

Pupils School/s:

Signature:

(Parent/Carer)

Date

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.