



Request for Term-Time Holiday Leave

To Mrs W E Gill

I wish to apply for term-time leave for my child;

Name	Class
1.	
2.	
3.	

from

to

inclusive

Reasons for this request are (please state below):

Signature

(Parent/Carer)

.....

Date

.....

Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.

NB. The school will respond to your request. If the school decides that the circumstances for the absence are not exceptional and your 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 being taken for poor attendance.