**Request for leave during term time**

To: The Headteacher, Mr T Brogan of Holy Rosary Catholic Voluntary Academy

Date: ……………………………………….

I request a leave of absence from school during term time for my child (enter full name)

…………………………………………………………………………………………… Year: ………………..

For the period from (date) ………………………………..…… to (date) …………………………………..…

The exceptional circumstances and reason for this request are:-

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

Enter child/ren’s full name/s …………………………………………………………………………………….

School(s) attended ……………………………………………………………………………………………….

Signature of 1st parent/carer ………………..…………………… Print Name ……………..………………..

Signature of 2nd parent/carer ………………………….………… Print Name: ………………………………

**Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.**

**For Office Use Only**

Current Attendance …………% Number of school sessions taken as leave during term time …………….. (this academic year)

**Agreed/Not Agreed**

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above date.

Rationale to decline request:

………………………………………………………………………………………………………………………

Signed …………………………………….……. (Headteacher) Date …………………………………….

Notification of decision: Date letter sent to parent/carer …………………………………………………….