



### **Request for leave during term time**

To: The Head Teacher, Mrs Dyche, 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:-

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

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 1<sup>st</sup> parent/carers ..... Print Name .....

Signature of 2<sup>nd</sup> parent/carers ..... Print Name .....

**Please return completed form to the school office. The school will write to you 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 dates.

Rationale to decline request: .....

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

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