

Exceptional circumstances – Leave in term time request

Pupil's Name D.O.B..... Form.....

Pupil's Name D.O.B..... Form.....

I request permission for the above names pupil(s) to be granted leave during the school term.

Reason for request

.....

.....

.....

.....

Dates of Absence

From..... To..... Number of school days.....

I/We understand that is leave is agreed:

- If travelling abroad, I/we will supply a copy of the return travel documentation.
- I/we will supply the name and phone number of a contact person whilst abroad.
- If I/we do not return at the agreed time, I/we am/are aware that I/we may be issued with a penalty notice, and could be fined £60 or £120 depending on how soon payment is made. If I do not pay the fine, I/we could then be required to attend court. This could result in a fine of up to £1000 per child and having a criminal record.
- After four weeks of absence my/our child/ren may be removed from the academy register and I/we will then be responsible for finding a new school on my/our own **return.**

Parent/Carer Name	Parent/Carer Name
D.O.B.....	D.O.B.....
Address.....	Address.....
.....
.....
Signature.....	Signature.....
Date.....	Date.....

Request **agreed / denied**

Signed..... Principal Date.....