

## Appendix 7

### REQUEST FOR LEAVE DURING TERM

#### Request for Leave during Term

This form is to be completed by the Parent/Carer and handed to the Headteacher as soon as possible before the period of leave requested.

<b>Name of child</b>	
<b>Year and Class</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Telephone</b>	

Please understand that leave during term time is not a right and can only be granted by the Head teacher in exceptional circumstances. When deciding whether to grant leave, the Headteacher will consider the circumstances of the request, the amount of time requested, your child's attendance record, the proximity of national curriculum tests and public examinations and your child's ability to catch up with work. Please do not make any arrangements for travel unless authorisation has been given by the Headteacher. If you take your child out of school without permission, you may be in breach of section 444(1A) of the Education Act 1996 and your child may be referred to the Education Welfare Service.

<b>Dates Requested</b>	<b>From:</b>	<b>To:</b>
<b>Reason for Leave Request</b>		
<b>Name of Parent</b>		
<b>Signature of Parent</b>		<b>Date:</b>

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#### For office use only

<p><b>Leave is authorised between the dates of _____ and _____.</b></p> <p>It is important that your child returns to school by the date agreed. If any circumstance causes a delay it is vital that you contact the school. Please understand that your child's school place may be lost if he/she fails to return to school within 10 school days of the expiry of the agreed period of leave.</p> <p><b>Headteacher's Signature:</b> _____ <b>Date:</b> _____</p>
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<p><b>Leave is not authorised.</b></p> <p><b>Reason:</b> _____</p> <p><b>Headteacher's Signature:</b> _____ <b>Date:</b> _____</p>
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