

EXCEPTIONAL CIRCUMSTANCES LEAVE IN TERM TIME REQUEST



Pupil's Name D.O.B Form

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

Reason for request

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Dates of Absence

From To No of school days

I/We understand that if 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/children may be removed from the school register and I/we will then be responsible for finding a new school on my/our return.

Parent/Carer Name DOB Address Signature Date	Parent/Carer Name DOB Address Signature Date
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Request agreed / denied

Signed

Head Teacher

Dated



ST. MARY'S C of E PRIMARY SCHOOL