

Leave of Absence Request Form

If you consider you have to take a holiday in term time, and whether you have exceptional circumstances or not, please complete this form and return to the school at **least 14 days before the date you wish to remove your child from school.**

Name of children: ①..... Class:

②..... Class:

③..... Class:

Home Address:

.....

.....

Postcode..... HomeTelephone Number:

First day of absence:

Date of return to school: Number of school days absent:

The exceptional circumstances (reason must be given) are:

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Name of Parent/Carer making the application:

.....

Signed (Parents/Carers): Date:.....

TATTENHALL PARK PRIMARY SCHOOL

We respect, we enjoy, we believe.

Permission for Absence in Term Time

(To be completed by Headteacher)

Name of children: ①..... Class:

②..... Class:

③..... Class:

Your request for absence during term time has: ☐ Not been authorised ☐ Authorised

First day of absence:..... Date of return to school: Number of school days absent:

Future Action:

Signed: Date:.....

Mrs J Hawkins

Headteacher