



EXCEPTIONAL CIRCUMSTANCES - LEAVE IN TERM TIME REQUEST

Pupil's Name D.O.B Class

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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/ren 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