



# CHARLTON SCHOOL

*Building Knowledge. Developing Character. Inspiring Futures.*

Principal: Mrs S Barton



## Request for Leave during Term Time

To: The Headteacher of (School) Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I request consideration of a grant of leave of absence from school during term time for:

my child (full name) \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Class  
\_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Contact Number \_\_\_\_\_ Contact Number \_\_\_\_\_

for the period from (date) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to (date) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Total number of days \_\_\_\_\_

My child will be accompanied during the leave by:

(parent/carer) \_\_\_\_\_ and (parent/carer) \_\_\_\_\_  
(printed name) (printed name)

The **exceptional circumstances** and reason for this request are: -

(If necessary, please continue on a separate sheet and attach it to this form)

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s)) \_\_\_\_\_ School(s) \_\_\_\_\_

Child(ren) (full name(s)) \_\_\_\_\_ School(s) \_\_\_\_\_

Child(ren) (full name(s)) \_\_\_\_\_ School(s) \_\_\_\_\_

Name of 1<sup>st</sup> Parent/Carer(s) \_\_\_\_\_ Signed \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Mobile No \_\_\_\_\_

Name of 2<sup>nd</sup> Parent/Carer(s) \_\_\_\_\_ Signed \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Mobile No \_\_\_\_\_

Please return the completed form to the school office. The school will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Headteacher.

**For Office Use Only**

Date request for leave in term time was received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Current Attendance \_\_\_\_\_% (attach the sheet)

Last Year's Attendance \_\_\_\_\_% (attach the sheet)

Number of school sessions previously taken as leave in term time \_\_\_\_\_

Re: **Siblings:** other schools confirmed? YES [ ] NO SIBLINGS [ ]

What action are other schools taking? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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Leave in term time Agreed [ ] Not Agreed [ ]

Request for leave has not been agreed because:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_

Job Title **Principal**

Print Name

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Notification letter sent to the Parent/Carer \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_