

## REQUEST FOR TERM-TIME LEAVE

To: Mrs A Elliott – Head of KS5

I wish to apply for term time leave for my child

Name	Tutor
1.	
2.	

From  to inclusive

The Exceptional Reasons for this request are:

Signature (Parent/Carer) \_\_\_\_\_ Date \_\_\_\_\_

**Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.**

**NB. If the School refused your request and the child is still taken out of School, this will be recorded as an unauthorised absence.**