



EXCEPTIONAL CIRCUMSTANCES – PUPIL TERM TIME LEAVE REQUEST (to be completed by parents/carers only)

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

.....
.....

Dates of absence

From To No of school days

Address where we will be staying:

Email address.....

Phone Number.....

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. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances penalty notices may not be issued and cases may be taken straight to Court.

Parent/Carer Name	Parent/Carer Name
DOB	DOB
Address	Address
Signature	Signature
Date	Date

Request **agreed / denied**

Signed Head Teacher

HOY.....asked to call home ☐