



KING EDWARD VI
NORTHFIELD
SCHOOL FOR GIRLS

EXCEPTIONAL CIRCUMSTANCES - PUPIL TERM TIME LEAVE REQUEST (To be completed by Parents / Carers only)

Pupil's Name D.O.B Form

Pupil's Name D.O.B Form

Pupil's Name D.O.B Form

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 Date

King Edward VI Northfield School for Girls, Turves Green, Northfield, Birmingham B31 4BP
Tel: 0121 464 8346 enquiry@nsg.kevibham.org nsg.kevibham.org

Headteacher: Milena Collins

King Edward VI Northfield School for Girls is part of the King Edward VI Academy Trust Birmingham, a charitable company limited by guarantee. Company No. 10654935. Registered Office: Foundation Office, Edgbaston Park Road, Birmingham B15 2UD. Registered in England and Wales.



KING EDWARD VI
FOUNDATION
BIRMINGHAM