



Aspire, Believe, Succeed

EXCEPTIONAL CIRCUMSTANCES – PUPIL TERM TIME LEAVE REQUEST

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

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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. 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.
- In exceptional circumstances penalty notices may not be issued and cases may be taken straight to Court.
- he/she may be removed from the school register in accordance with the Education (Pupil Registration) (England) Regulations 2006.

Parent/Carer Name DOB Address Signature Date	Parent/Carer Name DOB Address Signature Date
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To be completed by Headteacher

Request **agreed / denied**

Signed Head Teacher Dated



National Outstanding Award 2014



Recognition of Commitment

