**Request for Leave during Term Time**

**To: The Headteacher of Stoneydelph Primary School**

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

Childs full name:

For the period from: to

The exceptional circumstances and reason for the request are:

I have other children in another school as follows:

Child/rens name:

School/s attending:

Signature of 1st parent/carer:

Signature of 2nd parent/carer:

*Please return completed form to the school office. The school will write to you and inform you of the decision from the Head Teacher.*

**Office Use Only**

Current attendance: Last year’s attendance:

No of school sessions taken as leave during term time this academic year:

**Agreed/Not agreed**

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Signed by headteacher: Date:

Notification of decision: date letter sent to parent: