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**Headteacher : Mr J Rielly**

### REQUEST FOR TERM-TIME LEAVE

To the Headteacher

I wish to apply for term time leave for my child(ren) and I am aware of the school's attendance policy and/or the notes in Appendix 1:

Name	Class
1.	
2.	
3.	
4.	

from  to  Inclusive.

The Exceptional Reasons for this request are:

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

Date \_\_\_\_\_

*Please make your request at least four weeks before the anticipated leave date.*

## Appendix 1

The following points should be considered:

- The full school attendance policy [can be found here](#)
- The Local Authority advice on school attendance [can be found here](#)
- Where parents have children in more than one school, a separate request must be made to each school. The head teacher of each school will make their own decision based on the factors relating to the child at their school. However, headteachers may choose to liaise with each other as part of their decision-making process
- Holidays taken during the school term should not be authorised without exceptional circumstances
- Exceptional circumstances are judged on a case-by-case by the headteacher
- The headteacher will respond within 2 weeks to term-time leave request forms
- Due attention to [additional MoD guidance](#) on term time holidays for children from services families will be made
- If the above guidance is relevant, supporting evidence from chain of command will be requested
- All state funded schools must consider whether a penalty notice for unauthorised absence is appropriate in each individual case where one of their pupils reaches the national threshold for considering a penalty notice: the threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks
- More information on the Local Authority protocols for issuing fixed term penalty notices [can be found here](#)