



REQUEST TERM TIME LEAVE

I wish to apply for term time leave for my child(ren)

Name	Class
1.	
2.	
3.	

To be authorised for absence from to inclusive for the purpose of term time leave.

The Exceptional Reasons for this request are:

Please list the evidence you are submitting to support your application.

Signed (Parent/Carer) Date

Please make your request prior to making any bookings and at least four weeks before the anticipated leave date. If the school refuses your request and the child is still taken out of school, this will be reported as an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance.

The Cheddar Valley Federation of Schools are working together to promote a common approach. Our Attendance Policy can be found at <http://www.wedmorefirstschool.org.uk/key-information/policies>.