

Request for Leave in Term Time from New Road Academy

Date:

To: The Headteacher of New Road Academy

I request permission for leave in term time from the academy for my child:

(Full name)

From (date) to (date) for (number) academy days.

My child will be accompanied during the leave by:

(Parent/Carer) and (Parent/Carer)

The exceptional circumstances and reason for this request are:

(If necessary, please continue on a separate sheet and attach to this form)

The academy will not authorise holidays during academy time.

I have (an) other child(ren) in (an) other school(s) as follows:

Child(ren) full name(s) School(s)

.....

.....

Name of 1st Parent/Carer **Signed**

Current address

Mobile No.

Name of 2nd Parent/Carer **Signed**

Current address

Mobile No.

Please return the completed form to reception. The academy will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any external bookings until you have confirmation of permission for leave in term time from the Headteacher.

For office use only

Date of request for leave in term time received by school

Current attendance% Last year’s attendance%

Number of school sessions previously taken as leave in term time

Reference to **Siblings**: Other schools confirmed?

What action are other schools taking?

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Leave in term time Agreed / Not Agreed

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

Signed: Position:

Print Name: Date:

Notification of decision

Date letter sent to Parent / Carer

Notes: