Tower Learning Community

REQUEST FOR TERM-TIME LEAVE

TOWER LEARNING COMMUNITY SCHOOLS *WILL NOT* AUTHORISE TERM TIME LEAVE

To the Headteacher

School/College _____

I wish to apply for term time leave for my child

Name	Class
1.	
2.	

from _____ to _____ inclusive

The Exceptional Reasons for this request are:

Headteacher's response:

Siblings at different schools who would also be affected (parent please fill in):
Pupils Name/s:
Pupils School/s:

Signature (Parent/Carer) _____ Date _____

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