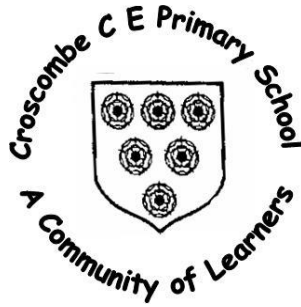


# CROSCOMBE

Church of England  
Primary School

HEAD TEACHER Steve Heath



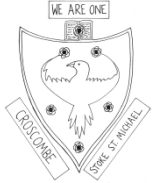
Long Street, Croscombe  
Wells, Somerset BA5 3QL

Tel: (01749) 343114

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E mail: [croscombe@educ.somerset.gov.uk](mailto:croscombe@educ.somerset.gov.uk)

Web Site: [www.croscombeprimary.co.uk](http://www.croscombeprimary.co.uk)



## REQUEST FOR TERM-TIME LEAVE

I wish to apply for term time leave for my child:  
My exceptional circumstances are explained overleaf (PTO)

Name	Tutor Group	Year

From  to  Number of School Days

Name of Parent\Carer .....

Signature of Parent\Carer ..... Date .....

AUTHORISED	UNAUTHORISED
<p><b>Re: Request for Term Time Leave</b> Thank you for your request for term time leave.</p> <p>I am in agreement this is for exceptional reasons and have authorised this leave. Should the leave be extended for any reason, the extension may be regarded as unauthorised absence which may be used in any legal action for poor school attendance.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p><b>Re: Request for Term Time Leave</b> Your request for term time leave has been carefully considered but unfortunately it has not been possible to authorise it for the following reasons:</p> <p>The reasons are not considered exceptional <input type="checkbox"/></p> <p>The leave has not been requested in advance <input type="checkbox"/></p>
<p>Comments (for Head Teacher's use):</p>  	
<p>Signed: ..... (Head Teacher) Date: .....</p>	

**The Exceptional Reasons for this request are:**

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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.*

**Does this request involve pupils in any other local Schools?  
If so, please complete the details below.**

Name	Age	School