



## **REQUEST FOR TERM-TIME LEAVE**

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

**To the Headteacher**

**School/College**

Abbas & Templecombe Church School

**I wish to apply for term time leave for my child/ren:**

<b>Name</b>	<b>Class</b>
1.	
2.	
3.	
4.	

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.*