



### **Leave of Absence Request Form**

To: The Head teacher of Churnet View Middle School

Date .....

I request a leave of absence from school during term time for:

My child (full name) .....

for the period from (date) ..... to (date) .....

The **exceptional** circumstances and reason for this request are: -

.....

.....

.....

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

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

.....

.....

(Signature of 1<sup>st</sup> parent/carer(s) ..... Print Name.....

(Signature of 2<sup>nd</sup> parent/carer(s) ..... Print Name.....

**Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.**

### **For Office Use Only**

Current Attendance.....%

Number of school sessions taken as leave during term time .....(this academic year)

### **Agreed/Not Agreed**

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

Rationale to decline request : .....

Signed .....Head teacher

Date ..... Notification of decision: Date letter sent to parent/carer.....

Headteacher: Mr S D Fryer

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