**Request for term-time leave**

**To The Head Teacher**

I wish to apply for term-time leave for my child.

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| **Child’s name** | **Class/Tutor group** |
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|  |  |
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| --- | --- | --- | --- |
| From: | Click here to enter a date. | To: | Click here to enter a date. |

*Inclusive*

The exceptional reasons for this request are:

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|  |

I am also requesting leave for siblings in other schools:

|  |  |
| --- | --- |
| **Child’s name** | **School** |
|  |  |
|  |  |
|  |  |

Signature of parent/carer:       Date:

Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.