



REQUEST FOR TERM-TIME LEAVE FORM



To the Attendance Coordinator

School/College

Christ Church C of E First School, Frome

I wish to apply for term-time leave for my child(ren)

child's name	class
1.	
2.	
3.	

from to inclusive

The exceptional reasons for this request are:

[Large empty box for exceptional reasons]

I am also requesting leave for siblings in other schools:

child's name	school
1.	
2.	
3.	

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 your 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.**