



# St Wilfrid's Primary School

## Request for Exceptional Term Time Leave (one form per child)

<b>Name of Pupil</b>		<b>Name of Parents or Carers</b>	
<b>Siblings in this or other schools (name, dob, name of school)</b>		<b>Telephone number</b>	
		<b>Email</b>	
<b>Dates of exceptional leave request. From</b>		<b>To</b>	
<b>Why are you requesting an exceptional leave of absence during term time?</b>			
<b>What steps have you taken to minimise the impact of the leave on your child's learning?</b>			
<b>Where will you be staying during the leave period? Please provide the full address and Emergency Contact Details (UK and Abroad)</b>			
<b>UK:</b>			
<b>Abroad:</b>			
<ul style="list-style-type: none"><li>• I confirm that the information on this form is true</li><li>• I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date</li><li>• I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school</li><li>• I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Head teacher.</li></ul>			
<b>Signed by parent/carer</b>		<b>Print name &amp; relationship to child</b>	<b>Date</b>
<b>For school use only</b>		<b>Date request received / /</b>	
<b>Has the request been considered by the Head teacher? Y/N</b>			
<b>Has the request been discussed with the parent/carer? Y/N      Date: .....</b>			
<b>No of school days Requested .....      No of days Authorised .....      No of days Unauthorised .....</b>			
<b>Date of decision letter sent to parent/carer :</b>			
<b>If unauthorised leave is taken and this case complies with Penalty Notice criteria please forward to MAST along with Pupil/student attendance register.</b>			
<b>Name of school:</b>		<b>Head teacher's signature</b>	<b>Date</b>
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