Pontnewydd Primary School

Request for Term Time Leave

Name of child: …… Class: ……..

I would like to request permission for my child to be absent from school during term time for the following reason:

……
……
……

Period of absence	
From (date):	
To (date):	
Number of school days:	
My child will be accompanied during the leave by:	Name parent/carer Name parent/carer

	PARENTAL DETAILS	
	Parent/carer 1	**Parent/carer 2**
Name of parent/carer		
Relationship to pupil		
Address		
Mobile		
E-mail		

Signed: ……. Date: ……

Parent/Guardian

Headteacher use only

Thank you for your application for absence during term time.

Your child's attendance record for the last 12 months is:

a. I confirm that this absence has been agreed, however, this absence will have a negative effect on your child's percentage of attendance.

Signed: …… Date: ……
Headteacher

b. Your request for absence during term time has not been agreed as attendance is below 95%. This means that if you choose to take your child out of school during this time the absence will be marked as unauthorised.

Signed: …… Date: ……

Headteacher

Please be aware that unauthorised absences can result in a Fixed Penalty Notice being issued by the Local Authority in some cases. For more information please see our Attendance Policy which is available on our website (www.pontnewyddprimaryschool.co.uk/policies).