



# Hazel Slade Primary Academy

## Request for Leave during Term Time



Please print all information (BLOCK CAPITALS)

Date: \_\_\_\_\_

To: The Principal of HAZEL SLADE PRIMARY ACADEMY

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

Child(ren) name(s): \_\_\_\_\_  
\_\_\_\_\_

For the period from: \_\_\_\_\_ to \_\_\_\_\_

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**

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

Signature of 1<sup>st</sup> Parent/Carer

Print Name

Signature of 2<sup>nd</sup> Parent/Carer

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: \_\_\_\_\_ %

Last Year's 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(s) to take leave during term time between the above dates.

Rationale to decline request:

---

---

---

---

\_\_\_\_\_  
**Signature of Principal**

\_\_\_\_\_  
**Print Name**

Mrs S. Camacho

Notification of decision. Date letter sent to Parent/Carer: \_\_\_\_\_