Richard Lee Primary School

Request for Exceptional Leave in Term Time

Dear Parent

We ask you to complete this form if you have identified an <u>EXCEPTIONAL</u> need to take your child out of school during term time. The school is unable to support you taking your child(ren) out of school for holidays. However, in exceptional circumstances we will consider requests. If you do take your child out without permission, we will not be able to authorise the absence. Taking leave without permission from the head teacher could result in the issue of a penalty notice. These fines have a rising scale beginning at £80 per parent per child.

<u>Parents</u>

Name of Child/Children and Class(es)			
Address:			
First day of requested leave Date:	**Last Day of requested leave:** Date:	**Actual number of school days missed:** Number:	
Reason for leave request:			
Signature of parent:		Date:	