



Request for Leave from School in Term Time

To: *The Head of School of Tibberton C.E. Primary School*

Date.....

I request permission for leave in term time from school for my child(ren) -

(full name(s))

from (date) to (date) for school days

My child will be accompanied during the leave by:-

(parent/carer) and (parent/carer).....

The **exceptional circumstances** and reason for this request are: -

(If necessary, please continue on a separate sheet and attach it to this form)

I have (an)other child(ren) in (an)other school(s) as follows

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

.....

.....

Name of 1st Parent/Carer(s) Signed

Current address.....

Mobile No:

Name of 2nd Parent/Carer(s) Signed

Current address.....

Mobile No:

Please return the completed form to the school office or via a3109@telford.gov.uk. The school will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the school.