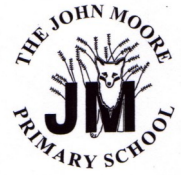


Name of pupil: _____



**REQUEST TO TAKE A SCHOOL CHILD OUT-
OF SCHOOL
DURING TERM-TIME**

PLEASE REMEMBER

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

I would like to take my son/daughter out of school in term-time for :

Dates— From _____ to _____

This must be taken in term-time because:

Signed : _____ (Parent/ Guardian)

Relationship to Child _____ Date: _____

RE: REQUEST TO TAKE CHILD ON OUT OF SCHOOL DURING TERM-TIME

Dear Parent/ Guardian

Re: _____ (Child's name)

Further to your request for leave of absence.

Leave of absence authorised between _____ and _____
Please ensure that your child returns to school promptly.

Leave of absence refused. Any absence from school between _____ and _____
will be marked as unauthorised in the class register.

Unauthorised absences may result in a Warning Letter or a Local Authority Penalty Notice being issued with a fine. (see attached leaflet)

Signed: _____ Head Teacher) Date: _____