



Term Time Leave Request Form

Whilst school acknowledges that work commitments and financial consideration may put pressure on parents to take holidays during term time, current government legislation **does not allow authorised time away from school** unless in 'exceptional circumstances'.

Any leave during term time must be applied for on this form prior to the leave required. The Headmistress will review the application and you will be notified of her decision.

In considering a response to such a request the Headmistress will take into account the overall attendance of the child and the individual circumstances of the request.

Any absences taken without approval will automatically be recorded as an unauthorised absence.

Pupil's full name:	
Year group/class:	
Contact tel. for parent:	
Dates of leave required:	First day of absence: Last day of absence: Returning to school:
Destination:	
Date of Departure:	
Reason for request:	
Signed (Parent/Guardian):	
Date:	

NB: AT THE TIME OF DEPARTURE, PARENTS MUST CHECK TO SEE IF QUARANTINE ARRANGEMENTS ARE STILL IN PLACE.

Application approved:

Application refused:

Signed: _____ (Headmistress)

Date: _____

Please return this form to the school office as soon as possible
or email it to: absencereporting@bwslive.co.uk