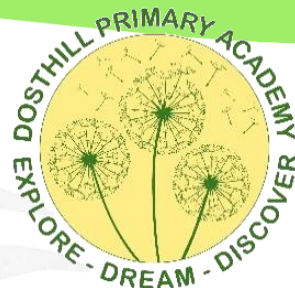




**Dosthill Primary Academy**

High Street,  
Dosthill,  
Tamworth,  
Staffordshire,  
B77 1LQ

01827 214930  
office@dosthill.org



Part of the  
Fierté Multi-Academy Trust

**Request for leave during term time**

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

my child (full name) ..... Class .....

for the period from (date) ..... returning to school on .....

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
.....	.....
.....	.....

Signed ..... (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 to take leave during term time between the above dates.

Rationale to decline request : .....

Signed .....                      Date .....

Notification of decision: Date letter sent to parent/carers.....

