



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

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.

Signed Date

Notification of decision: Date letter sent to Parent / Carer.....

