**REQUEST FOR TERM-TIME LEAVE**

To the Head teacher, St Bartholomew’s C of E First School, Crewkerne

I wish to apply for term time leave for my child/ren

Name Class

1. ………………………………………………………………………… …………………………………………………………

2. ………………………………………………………………………… …………………………………………………………

Dates - From ………………………………………………… to……………………………………………………… inclusive

**The Exceptional Reasons for this request are:**

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Please continue on reverse if necessary and attach any available documentary evidence.

Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.

Is the leave in September, May or June? Yes/No

Have you had a letter addressing attendance concerns? Yes/No

Is your child’s attendance below 90%? Yes/No

It is St Bartholomew’s and local schools’ policy **not** to authorise term time leave except in exceptional circumstances. If your answer is ‘Yes’ to any of the questions above it is highly unlikely that the leave will be authorised for *any* reason.

Please see St Bartholomew’s School Attendance Policy at:

www.st-bartholomews.somerset.sch.uk Click on ‘Key Information’ and then ‘Key Documents and Policies’ where you will find the Attendance Policy.

Name of Parent/Carer (PRINT) …………………………………………………………………………

Signature ………………………………………………………………………… Date ………………………………………

***NB. If the school refuses your request and your child is still taken out of***

***School this will be recorded as an unauthorised absence. This may result in a Penalty Notice being issued or legal action taken for poor attendance.***