



**BILLINGE CHAPEL END PRIMARY SCHOOL & NURSERY**

**Request for Leave of Absence during term time**

**To be completed and returned to school at least two weeks prior to the proposed absence**

Leave during term time will only be granted in exceptional circumstances. Parents/carers must apply to the school 20 days in advance of the absence, in the case of family holidays during term time the school may authorise the holiday if mitigating circumstances exist. Evidence of the circumstances must be provided to school.

I request permission for my child: ..... Class: .....

to be absent from school from: .....day, ..... 20..... (*first day of absence*)

to: .....day, ..... 20..... (*last day of absence*)

and will return to school on: ..... Number of school days absent: .....

Reason for leave and details of documents attached to support the request:

Signed: .....(Parent/Guardian) Date: .....

You will receive a letter from the Headteacher when your application has been considered.

If your request for absence is unauthorised, a fixed penalty notice may be considered.