**SCC SmallBerkley School - REQUEST FOR TERM-TIME LEAVE**

**To the Headteacher**

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| **School** | Berkley School |

**I wish to apply for term time leave for my child**

|  |  |  |
| --- | --- | --- |
| **Name** | | **Class** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| from |  | to |  | inclusive |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Signature  (Parent/Carer) |  | Date |  |

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

***NB. If the school refuses your request and the 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.***