

Leave of Absence Request Form: Term Time

Dear Parent/Carer,

Time off from school for a family holiday is not a right as a parent/carer. Please complete this form and return it to us at least four (4) weeks before the date of when you are requesting the period of absence to start.

In relation to your request, please note:

- We may ask that you attend an interview with the Headteacher or another senior member of staff.
- You are required to provide supporting evidence, e.g. confirmation of travel details.
- You must complete a separate application for each child in our school.

Holiday absences that have not been agreed will be coded as unauthorised and may be referred to Bedford Borough Council for a penalty notice or other action to be considered.

Yours sincerely,

Mark Rutherford School

Section 1: Child's Details

Child's Full Name:

Year/Tutor Group:

Date of Birth:

Home Address:

Period of Absence (inclusive):

From:

To:

Section 2: Reason for Request

Please outline the reason for requesting a leave of absence during term time. If this is for a family holiday, please outline why this is an exceptional circumstance.

Section 3: Leave of Absence Return Slip

Dear Parent/Carer,

Your term time leave of absence has been carefully considered. Please find outlined below our decision.

Yours sincerely,

Mark Rutherford School

Child's Full Name:

Year/Tutor Group:

Requested Period of Absence (inclusive):

From:

To:

Leave of absence:

Has been granted

Has not been granted

Reason (if appropriate):

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Signed (Headteacher):

Date: