**EXCEPTIONAL CIRCUMSTANCES -** LEAVE IN TERM TIME REQUEST

Pupil’s Name ………………………………… D.O.B ………….. Class ………

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**Reason for request:**

**Dates of Absence:**

From ………………………………… To ………………………. No of school days …………..

Address where we will be staying…………………………………………………………………..

Email address…………………………………………………………………………………………

Phone Number………………………………………………………………………………………..

I/We understand that if leave is agreed:

* if travelling abroad, I / we will supply a copy of the return travel documentation.
* I / we will supply the name and phone number of a contact person whilst abroad.
* if I / we take leave without authorisation I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
* In exceptional circumstances, or for repeat offences, penalty notices may not be issued, and cases may be referred straight to Court.

| **Parent/Carer Name**  ……………………………………………………  **DOB**……………………………………………….  **Address**…………………………………………..  …………………………………………………….  **Signature**……………………………………  **Date**………………………………………… | **Parent/Carer Name**  ………………………………………………  **DOB**………………………………………  **Address**……………………………………  ………………………………………………  **Signature**…………………………………  **Date**…………………………………… |
| --- | --- |

Request **agreed / denied**

Signed ………………………………… Head Teacher Date……………………………...

Please email form to [absence@meregrn.bham.sch.uk](mailto:absence@meregrn.bham.sch.uk), you will then receive a message confirming if your leave in term time has been accepted or denied.