



REQUEST FOR TERM TIME LEAVE

To the Head Teacher – Oakhill Church School

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

Name	Class

There is no formal definition offered for exceptional leave at present by the Department for Education. However, from discussion with the DfE and concerned professional associations, it is suggested that exceptional leave may include:

- Forces staff returning from lengthy active service abroad
- Police, Fire Service staff being told when they can or cannot take leave
- If a close family member has a terminal illness and it may be a last chance to be together, especially if the family member lived overseas
- Parents having to work abroad for a fixed minimum term period

The exceptional reasons for this request are:

Signed..... Date.....

PLEASE MAKE YOUR REQUEST PRIOR TO MAKING ANY BOOKINGS AND AT LEAST FOUR WEEKS BEFORE THE ANTICIPATED LEAVE DATE. PLEASE MAKE YOUR CHILD'S CLASS TEACHER AWARE OF YOUR REQUEST.

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.