

# St. Francis C of E Primary School and Nursery

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**Together in God's love, we aspire to be our best!**

## St Francis C of E Primary School & Nursery Leave in Term Time Request Form

### EXCEPTIONAL CIRCUMSTANCES – PUPIL TERM TIME LEAVE REQUEST (to be completed by parents/carers only)

Pupil's Name ..... D.O.B ..... Year Group .....

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I request permission for the above-named pupil(s) to be granted leave during the school term.

#### Reason for Request

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.....  
.....

#### Dates of Absence

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

Address where we will be staying: .....

.....

#### 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 do not return at the agreed time; 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 £1,000 per child and a criminal record.
- In exceptional circumstances penalty notices may not be issued and cases may be taken straight to Court.

**Form continued overleaf...**

