



Head Teacher: Mrs A Sherratt

Tutbury Road,, Burton-on-Trent DE13 0AJ  
Tel: 01283 247560 Email: office@st-modwens.staffs.sch.uk  
[www.st-modwens.staffs.sch.uk](http://www.st-modwens.staffs.sch.uk)

## Request for leave during term time

*Please be aware that under new Government guidelines the School is no longer able to authorise leave for holidays. The school is also required to notify the Local Authority when holiday is taken during term time.*

Pupil's name (s): \_\_\_\_\_ Year Group (s): \_\_\_\_\_

First day of absence: \_\_\_\_\_ (day, month, year)

Return date to school: \_\_\_\_\_ (day, month, year)

The **exceptional** circumstances and reason for this request are: -

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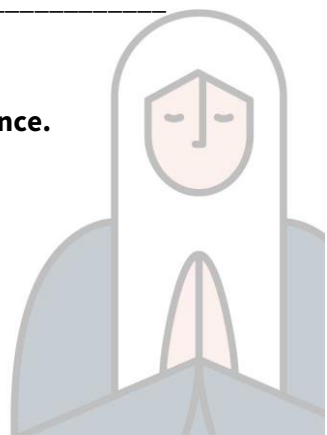
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please indicate if a request has also been submitted for younger/older siblings at another school:

Child's name: \_\_\_\_\_ Year Group: \_\_\_\_\_

School: \_\_\_\_\_

Please return completed form to the school office **before** the period of requested absence.





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**For School Use Only**

Current Attendance: \_\_\_\_\_% Last Term's Attendance: \_\_\_\_\_% Last year's Attendance: \_\_\_\_\_%

Total number of days requested? \_\_\_\_\_

Number of previous unauthorised absences within the last three terms: \_\_\_\_\_

Total of unauthorised absences (to include this request): \_\_\_\_\_

Are there any exceptional circumstances to be taken into consideration? \_\_\_\_\_

Agreed/Not Agreed and code to be used: \_\_\_\_\_

Will a referral be made for a Fixed Penalty Notice? \_\_\_\_\_

Head Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

