

Dixons Allerton Academy - Request for leave during term time

To: D Carr (Principal)/R Greenwood (Primary Head Date:.....

I request consideration of a grant of leave of absence from school during term time for:

My child (full name) Reg Group

For the period from (date) to (date)

Please state your destination

The exceptional circumstances and reason for this request are:

.....
.....
.....

Siblings (if applicable)

My child (full name) Reg Group

My child (full name) Reg Group

My child (full name) Reg Group

(Signature of 1st parent/carer(s) Print Name.....

(Signature of 2nd parent/carer(s) Print Name.....

Please return completed form to the school reception. The school will write to you and inform you of the decision on whether the request is authorised or not.

For Office Use Only

Current Attendance.....% Last Year's Attendance.....%

Number of school sessions taken as leave during term time (this academic year)

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Rationale to decline request:

Signed MOS Date



