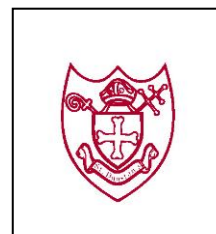


# St Dunstan's Catholic School



## EXCEPTIONAL CIRCUMSTANCES – PUPIL TERM TIME LEAVE REQUEST

**(to be completed by parents/carers only)**

Pupil's Name ..... D.O.B ..... Class .....

Pupil's Name ..... D.O.B ..... Class .....

Pupil's Name ..... D.O.B ..... Class .....

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

### Reason for request

.....  
.....

### Dates of Absence

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

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

### I/We understand that:

- If travelling abroad, I / we have supplied a copy of the return travel documentation **(please attach)**
- I / we have supplied the name and phone number of a contact person whilst abroad **(please attach)**
- If I / we do not return at the agreed time; I am / we 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 penalty notices may not be issued and cases may be taken straight to Court.

<b>Parent/Carer 1. Full Name</b> .....	<b>Parent/Carer 2. Full Name</b> .....
<b>DOB</b> .....	<b>DOB</b> .....
<b>Address</b> .....	<b>Address</b> .....
<b>Signature</b> .....	<b>Signature</b> .....
<b>Date</b> .....	<b>Date</b> .....

### For Office Use Only

Request is **agreed / denied**

Signed ..... Headteacher Dated .....