



**St Dunstan's Catholic School**  
Drayton Road, Birmingham, B14 7LP

**EXCEPTIONAL CIRCUMSTANCES – PUPIL TERM TIME LEAVE REQUEST**

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

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

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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 .....