



# The Ashlands & Misterton Federation

Executive Headteacher : Miss Nicola Ball BA Hons  
Chair of Governors: Mr Richard Barratt



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## REQUEST FOR TERM-TIME LEAVE

To the Headteacher

School

I wish to apply for term time leave for my child

Name	Class
1.	
2.	

from  to  inclusive

The Exceptional Reasons for this request are:

Signature  
(Parent/Carer)

Date

Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.

**NB. If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance.**