



Prescot County Primary School  
Putting the learner first

## **PRESCOT PRIMARY SCHOOL - Term time leave of absence request form**

***For siblings, please complete one form with all names on***

Name of pupil(s):

Class:

Parent/Carer name:

Date of Request:

### **LEAVE REQUESTED**

First Day of Absence:

Return to School Date:

Number of School Days Requested:

### **REASON FOR REQUEST**

**(Please provide details of the exceptional circumstances for this request)**

### **IMPORTANT INFORMATION**

Leave of absence during term time can only be authorised in exceptional circumstances. Family holidays are not normally authorised. Unauthorised absence may result in a Penalty Notice or referral to the Local Authority.

### **PARENT/CARER DECLARATION**

I understand the information above.

Signed:

Date:

### **SCHOOL USE ONLY**

Current Attendance:

Request Authorised:

SLT Signature:

Date: