

Headteacher: Mr. Richard Hadfield
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Kenwood
 ACADEMY

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REQUEST FOR LEAVE DURING TERM TIME

I wish to apply for my child to take term time leave. I understand that this will result in my child missing part of his/her education.

Child's name:	Date of birth:	Class:	
Parent/Carer name 1:	Address:		
Parent/Carer name 2:	Address: (if different from above)		
First day of absence:		Last day of absence:	
Date returning to school:		Total days missed:	
Holiday destination: (Please specify which country if travelling abroad)			
Reasons for requesting time off during term time:			
Please provide Professional support for your request:	Support provided by:		
	Name:		
	Role:		
	Contact information:		

Please note, a member of School staff may contact you for further information.

If your request for term time has not been authorised and you take your child out of school during term time, you may be subjected to a fixed penalty notice and a fine. Your child's absence will be recorded as unauthorised.