

# St Laurence Church Infant School

Bunbury Road  
Northfield  
Birmingham  
B31 2DJ



## PUPIL TERM TIME LEAVE REQUEST For Exceptional Circumstances.

Pupil/s name/s	Class	Current Attendance

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

Start Date	End Date	Number of School Days

Reason for request:

### I understand that if leave is agreed:

If I do not return at the agreed time; I am aware that I 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.

If I am travelling abroad I will supply the name and phone number of a contact person.

### I understand that if leave is not agreed:

If my child is absent from school, this will be recorded as an unauthorised absence and may result in a penalty notice as above.

Signed		
Print name		
Date		

Outcome	leave agreed	leave denied
Signed	Mrs Catherine Smith	