

For Office Use Only

Date request for leave in term time was received by HLC Primary _____ / _____ / _____

Current Attendance _____%

Last Year's Attendance _____%

Number of school sessions previously taken as leave in term time _____

Re: **Siblings:** other schools confirmed? YES [] NO SIBLINGS []

What action are other schools taking? _____

Leave in term time Agreed [] Not Agreed []

Request for leave has not been agreed because:-

Signed _____

Job Title **Headteacher**

Print Name **Mrs Maddie Griffin**

Date _____ / _____ / _____

Notification letter sent to the Parent/Carer _____ / _____ / _____