**SIXTH FORM - REQUEST FOR TERM-TIME LEAVE**

**To: Mr J Moise – Director of Sixth Form**

**I wish to apply for term time leave for my child:**

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| **Name** | **Tutor** |
| 1. |  |
| 2. |  |

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|  |

From to inclusive

**The Exceptional Reasons for this request are:**

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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 refused your request and the child is still taken out of School, this will be recorded as an unauthorised absence.***