



**STOBERRY PARK SCHOOL**  
**REQUEST FOR TERM-TIME LEAVE**

To the Headteacher, Mr Andrew Shakesby

School

Stoberry Park School

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

| Name: | Class: |
|-------|--------|
|       |        |
|       |        |
|       |        |
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|-------|--|-----|--|
| From: |  | To: |  |
|-------|--|-----|--|

The Exceptional Reasons for this request are:

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Please list any other children you have that attend different schools.

| Name: | School: |
|-------|---------|
|       |         |
|       |         |

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.*

*NB. If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in a penalty notice being issued, a referral to the Somerset Education Engagement Service or legal action taken for poor attendance.*