



## West Tyne Federation of Schools



Henshaw CE Primary School, Bardon Mill, Hexham,  
Northumberland, NE47 7EP  
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### Request for Leave of Absence During Term Time

This form should be completed and submitted within three weeks of the start of the proposed absence.

Parents are reminded that Leave of Absence taken without permission may result in the issuing of fixed penalty fines by the Local Authority of up to £120 per child.

Parents are also reminded that Leave of Absence for the purpose of holidays in term time can no longer be granted save in the most exceptional circumstances.

Please attach a copy of appointment letter/card in the case of medical/dental appointments.

Name of child:	
Class:	
Name of parent:	
Address:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Reason for request:	

Signed .....(parent/carer) Date .....