

**West Tyne Church Schools Federation**  
 Greenhead CE Primary School, Greenhead, Northumberland  
 CA8 7HB  
**Deputy Head Teacher:**  
 Mrs Joanne Fairless  
 BA (Hons) Primary Education  
 Telephone : (01677) 47347  
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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:.....

For school use:

Approved / Not approved (please delete as appropriate)

Signed.....(J. Fairless)