** Brookside Academy, Brooks Road, Street, Somerset, BA16 0PR**

**Tel: 01458 443340**

**Email: office@brooksideacademy.co.uk**

**Web:** [www.brooksideacademy.co.uk](http://www.brooksideacademy.co.uk)

**Twitter: @BrooksideStreet  
 Headteacher: Brian Walton**

**REQUEST FOR TERM-TIME LEAVE**

**To: Mr Walton, Headteacher School: Brookside Academy**

**I wish to apply for term time leave for my child(ren)**

|  |  |  |
| --- | --- | --- |
| **Name** | | **Class** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| from |  | to |  | inclusive |

**The Exceptional Reason(s) for this request are:**

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 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 or legal action taken for poor attendance.***