




City of Birmingham Education Department  
**Penns Primary School**  
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 Headteacher: Ms M Jones



National Primary Centre Award 

**EXCEPTIONAL CIRCUMSTANCES - LEAVE IN TERM TIME REQUEST**

Pupil's Name ..... D.O.B ..... Form .....

Pupil's Name ..... D.O.B ..... Form .....

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

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 .....  
 .....

Dates of Absence

From ..... To ..... No of school days .....

I/We understand that if leave is agreed:

- if travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice, and could be fined £60 or £120 depending on how soon payment is made. If I do not pay the fine, I / we could then be required to attend Court; this could result in a fine of up to £1000 per child and having a criminal record.
- after four weeks of absence my / our child/ren may be removed from the school register and I / we will then be responsible for finding a new school on my / our return.

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|---|---|
| <b>Parent/Carer Name</b><br>.....<br><b>DOB</b> .....<br><b>Address</b> .....<br>.....<br><b>Signature</b> .....<br><b>Date</b> ..... | <b>Parent/Carer Name</b><br>.....<br><b>DOB</b> .....<br><b>Address</b> .....<br>.....<br><b>Signature</b> .....<br><b>Date</b> ..... |
|---|---|

Request **agreed / denied**

Signed .....Head Teacher

Dated .....