

# NORTH NEWTON COMMUNITY PRIMARY SCHOOL

**"TOGETHER WE ACHIEVE"**

Headteacher: Mrs D Leach  
Designated Safeguarding Lead: Mrs Crow

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Church Road,  
North Newton,  
BRIDGWATER,  
Somerset.  
TA7 0BG

## REQUEST FOR TERM-TIME LEAVE

Dear Headteacher,

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

Name	Class
1.	
2.	
3.	

from

to

inclusive

The Exceptional Reasons for this request are:

Siblings at other schools:

Name	School
1.	
2.	
3.	

Signature  
(Parent)

.....

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.***