A black and white logo

AI-generated content may be incorrect.

Chewton Mendip CEVA Primary School, Radstock BA3 4LL

Tel: 01761 241465

Email: [office@chewtonmendipschool.org.uk](mailto:office@chewtonmendipschool.org.uk)

**REQUEST FOR TERM-TIME LEAVE**

Amendments made to the Department for Education document “Working together to improve school attendance” came into force on 19th August 2024. These amendments removed the right for schools to authorise holidays during term time for pupils. Chewton Mendip Primary School are working to these guidelines to address attendance. The Local Authority may use its statutory powers for parents who remove their child from school during term time for leisure activities. This could result in a penalty notice. Details of these penalty notices can be found in our attendance policy.

We acknowledge that some parents may still choose to take their children out of school during term time and request that you inform us in advance.

I am planning term time leave from ……………………………. to……………………...

For the following student(s):

…………………………………………………………..

…………………………………………………………..

…………………………………………………………..

The exceptional reasons are:

Signature (Parent/ Carer):

………………………………………………………. Date……………………………….

Absence will be recorded as unauthorised (G code). This is likely to result in a penalty notice being issued or legal action taken for poor attendance by the Local Authority.

Please return to the school office or email to: office@chewtonmendipschool.org.uk