



Preston Primary Academy Trust
 ILCHESTER COMMUNITY PRIMARY SCHOOL
HEADTEACHER: Mrs M Mordue BA (Hons) Dip.Couns
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 website: www.ilchestercommunityprimary.com



THE EARLY YEARS DEPARTMENT
 ILLUSTRIOUS CRESCENT
 ILCHESTER
 YEOVIL
 BA22 8JX
 Tel: 01935 840328

THE INFANT DEPARTMENT
 ILLUSTRIOUS CRESCENT
 ILCHESTER
 YEOVIL
 BA22 8JX
 Tel: 01935 840328

THE JUNIOR DEPARTMENT
 SOMERTON ROAD
 ILCHESTER
 YEOVIL
 BA22 8JL
 Tel: 01935 840568

REQUEST FOR TERM-TIME LEAVE

To the Headteacher

I wish to apply for term time leave for my child

Name	Class
1.	
2.	
3.	
4.	

from to inclusive

The Exceptional Reasons for this request are:

Signature _____ Date _____
 (Parent/Carer)

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.