

Belong. Believe. Be Proud.

The King Alfred School *An Academy*
Burnham Road,
Highbridge,
Somerset,
TA9 3EE
T: 01278 784881
F: 01278 782344
E: info@tkasa.org.uk
W: www.tkasa.org.uk
@KingAlfs
Acting Principal: Mr Dan Milford



REQUEST FOR TERM-TIME LEAVE

To the Headteacher

I wish to apply for term time leave for my child

Name	Class
1.	
2.	

from

to

inclusive

The Exceptional Reasons 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.

The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales with company number 07698707.
Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

