



Fairway Primary Academy  
Muirfield Gardens  
Kings Norton  
Birmingham  
West Midlands  
B38 8XQ

Headteacher: Lucy Williams

Tel: (0121) 464 3200  
Email: enquiry@fairwayprimary.co.uk  
Website: www.fairwayprimary.com

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

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

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

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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<p><b>Parent/Carer Name</b></p> <p>.....</p> <p><b>DOB</b>.....</p> <p><b>Address</b>.....</p> <p>.....</p> <p><b>Signature</b>.....</p> <p><b>Date</b>.....</p>	<p><b>Parent/Carer Name</b></p> <p>.....</p> <p><b>DOB</b>.....</p> <p><b>Address</b>.....</p> <p>.....</p> <p><b>Signature</b>.....</p> <p><b>Date</b>.....</p>
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Request agreed / denied

Signed ..... Headteacher

Dated .....



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