



Eastlea Community School

London, E16 4NP

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Principal: Mr Stephen Gillatt

Exceptional Term Time Leave Request

This form is to use when you need to take your child out of school for a short time with the schools permission. This should be printed out, filled in with as much detail as you can and then returned to the principal at the schools address.

The school is only able to authorise absence in exceptional circumstances and may require further proof in order to authorise the absence.

Students name		Year and mentor group	
Address			
Telephone No.			

Date of the start		Date of Return to school	
Reason for leave			

"Being Successful and Feeling Successful"

Signed		Relationship to student	
Print name		Date	

For office use

Date received		letter to parents dated	
Approved	Yes No Further information required	Date of start of absence	
Proof received	Yes No	Date of return	