

*Wharton C.E. Controlled Primary School*

*Greville Drive*

*Winsford*

*Cheshire*

*CW7 3EP*

**Headteacher: Mrs N Tomlinson**

*e-mail admin@wharton.cheshire.sch.uk*

*Phone 01606 288110*

*Fax 01606 592053*

**REQUEST FOR TERM TIME ABSENCE**

Child's Name.....

Class .....

I/We request permission for my/our child to be absent from school from

..... to .....

My/Our child will be back in school on .....

Number of School days my/our child will be absent .....

Reason for request; please give as much detail as possible to enable the school to make an informed decision:

.....  
.....  
.....  
.....  
.....

Signed ..... Date .....

.....  
To be completed by school

**Permission Refused / Permission Granted**

Signed..... Head Teacher Date.....

Attach a copy of Decline or Permission Granted letter  
whartonprimary/holidays