



HOLIDAY REQUEST FORM

(Only to be used for holiday absence requests)



In exceptional circumstances, parents can request authorisation for leave of absence from school for their child, from the Headteacher

We urge parents and carers to consider any request for absence carefully and, if at all possible, to make alternative arrangements.

Child's name: _____

Class teacher: _____

First day of absence: _____

Return to school: _____

Number of school days that will be missed: _____

Reasons for requesting term time leave:

Requests cannot be considered for authorisation unless reasons are given.

FOR OFFICE USE ONLY

Current % attendance

Unauthorised absence to date

The leave of absence above is: authorised

unauthorised

Notes

Where a request is unauthorized, you may be issued with a Fixed Penalty Notice.

Signed: _____ Mr Neil Garratt, Headteacher **Date:** _____