

Request for Holiday during school term time

Child's Name:	Child's Class Teacher:
Parent's Name: Address:	Parent's Name: Address:
Destination: Absence request: (Please complete <i>in specific detail</i> your reason for requesting time off during the school term)	
Continue overleaf if necessary	
Date of first day of absence:	Date of return to school:
<p>Before a school can use its limited discretionary power to authorise leave in <u>exceptional circumstances</u>, we must take into account:</p> <ol style="list-style-type: none"> 1. The effect the absence will have on his/her education and ability to achieve; 2. Your child's previous attendance record, previous holidays taken during term time; <p>If a period of leave is granted and your child is not be able to return on the date agreed, it is important that you contact us and tell us why. A decision will then be made whether to authorise any further days absence. If your child does not return to School on the dates above, without good reason, any subsequent absence will be unauthorised absences.</p> <p>Holiday request forms will be shared electronically with both parents who have parental responsibility.</p>	
Parent Signature:	
Office use % attendance to date % authorised attendance % unauthorised attendance	
Decision with regards to absence request:	
Authorised:	Unauthorised:
Signed: Headteacher/Attendance Officer	Date: