Holiday Request Form

This form is to be completed by the parent/carer and returned to the school office. The local authority and school strongly advise parents/carers that pupils should not take holidays in term time. Approval of absence is entirely at the discretion of the school. **Please do not assume that your holiday request will be authorised – each request will be considered on its own merits and may be unauthorised.** Please contact the school office for confirmation of your request.

	Full Name	Date of Birth	Class
Child 1			
Child 2			
Child 3			
Child 4			
Address			

Leave of absence from .....to.....

To participate in a family holiday at..... (destination)

Number of school days to be taken .....

Children in another school – I will also be requesting this holiday for my other child(ren) who attend (please state child's and school name)

.....

Please consider the following circumstances when considering my child(ren)'s request.....

.....

Name of parent/carer .....

Signature of parent/carer .....

Office use only

Pupil attendance % .....

Authorised days .....

Head teacher sign .....

Unauthorised days .....

Chair of Governors sign .....