



Holiday Request Form

Taking your child out of school during term time may harm your child's academic progress.

Schools may agree up to 10 days holiday absence in special circumstances with consideration being given to pupil's attendance, attainment and public examinations. Absences may only be authorised at the discretion of the Headteacher.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the special circumstances relating to your application below and attach any supporting evidence.

In what circumstances should holiday absence not be authorised?

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced during holiday periods
- Overlap with beginning or end of term

Leave of absence not regarded as a 'holiday'.

There may be other circumstances when a parent may request leave of absence for their child. These would not be classified as a 'holiday' but may involve some time away from home. Examples of these include:

- The wedding of a family member
- Family bereavement
- Prison visits

School should consider each request individually taking the following into account:

- The nature of the event for which leave is sought;
- Its frequency (is it a one-off or likely to become a regular occurrence?);
- Whether the parent has given advance notice; and
- The pupil's overall attendance

Name of Child(ren)	
Date of Birth	
Class	
Date of First Day of Absence	
Date of Return	
Number of Days requested	
Known siblings and school(s) attending	

Continued overleaf

Special Circumstances (reason) for holiday to be taken during term time:

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Signed: _____

Date: _____

Parent/Carer: _____

For school use:

Attendance%:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Request authorised: Yes/No

Signed _____ Bridget Long Headteacher