

Request For Holiday in Term-Time

IMPORTANT: Please read carefully the information overleaf.

When deciding whether to allow term-time leave the school will consider:

- The length of the leave period requested taken together with previous leave taken within the current school year (if the total exceed 10 school days authorisation can only be granted in exceptional circumstances).
- The stated SPECIAL CIRCUMSTANCES (holidays totalling 10 days and under) / or EXCEPTIONAL CIRCUMSTANCES (holidays totalling over 10 days)
- Age of the child and national curriculum year
- The child's general absence / attendance record
- Proximity of SATs / GCSE examinations
- The child's ability to catch up the work missed
- The child's educational needs
- General welfare of the pupil
- Purpose of the leave
- Other issues that may be detrimental to your child's education

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and noted on your child's attendance record.
This may be used in any legal action taken for poor attendance.

To the Headteacher

..... School / College

I wish to apply for:

Name	Class
1.
2.
3.
4.

to be authorised as being absent from school from to

inclusive for the purpose of a holiday at (specify location)

Please tick the appropriate box and provide details as appropriate:

[] Have not made any previous requests for leave in the current school year.

[] Have made previous request/s for leave in the current school year.

Details of previous requests made:

My Special Circumstances (in regard to requests totalling 10 days or less in a school year):

My Exceptional Circumstances (in regard to requests totalling over 10 days in a school year):

Signature Parent / Carer:

Date:

Please return this form to your child's school as soon as you know your holiday needs, but at least two weeks before the holiday.