

PUPIL HOLIDAY ABSENCE REQUEST FORM

Please note this will affect your child's attendance
To be completed by the school. Percentage attendance to date : _____

Name _____

Name _____

This is a request for a leave of absence to be granted by school for my child/children to go on holiday in term time.

Holiday destination Dates of holiday: From until

Number of school days which will be missed (do not include weekends or school holidays)

Reason for taking holidays in term time

Have you taken any other holidays in term time during this school year? YES/NO If YES, how many school days were missed?

Parent's address Telephone number

Name(s) of parent or guardian..... Signed Date

(please print) Signed Date

To be completed by parent			To be completed by the school that the child attends		
Please list the names and schools of all children who require permission for this holiday.			Permission granted?	Authorised by:	
Name of child (please print)	School	Class or Year Group	Yes/No	Name (please print)	Signed and Dated

This form may be photocopied – permission must be obtained individually for each child from his/her school. Please ensure that each school receives the form in advance of the holiday dates.

Parents - please note that holidays taken in term time without prior permission from school may result in legal sanctions for irregular attendance being taken against you by the Local Authority. You could be issued with a penalty notice which is a fixed penalty fine or prosecuted in the Magistrates' Court.