

**REQUEST FOR HOLIDAY ABSENCE
DURING TERM TIME**



Full school attendance is vital for your child's educational progress. The Local Authority expects all parents/carers to ensure their children attend school whenever possible. **Absence during term time will only be granted in exceptional circumstances.** If you feel your circumstances are exceptional please complete and return this form to the School **before making any travel arrangements.** Absences may only be authorised at the discretion of the school. The Head teacher may wish to meet with you to discuss the exact circumstances of your application.

PARENT/CARER SECTION

Child's Name

Date of Birth

Class

Name of Parent/Carer

Child' Address

.....

Contact telephone number(s)

Justification of absence (including destination)

Educational activities while away (work will not be provided by the school)

Start of absence

Date of return to school

Number of school days missed

Signature of Parent/Carer

SCHOOL SECTION

Current % Attendance

No of previous applications

Absence from school

Approved

Not approved

Signature of Headteacher

