

Holiday in term time request

Please make requests for holidays or other requests for time off school, by completing the **holiday request form, accompanied by a letter addressed to the Head teacher**, at least 2 weeks before the dates.

The school will respond to your request.

Section A

To be completed by the Parent/Carer at least 2 weeks in advance of a holiday.

Name of Child:	Class	dob	Address	Tel no.
1.				
2.				
3.				
4.				

Holiday dates: (including possibility of late flight arrivals if possible)

From: to

Destination

(NB – This is for child protection reasons ensuring all our children are safeguarded)

Declaration:

I understand that this holiday request may be authorised or not authorised and the head teacher will use his/her discretion in making the decision based on my child’s circumstances. If the headteacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead EWO which will be determined in line with the schools attendance policy. (Please ask for a copy at school or the schools website)

Parent/Carer