



Holiday Request Form

This form is to be completed by the parent/carer and forwarded to the school office not less than four weeks prior to the period of absence required. The local authority and school strongly advises parents that pupils should not take holidays in term time. Approval of absence is entirely at the discretion of the school.

Please do not assume that your holiday request will be authorised – each request will be considered on its own merits and may be unauthorised.

I would like to request that:

	Full Name	Date of Birth	Dosbarth
Child 1			
Child 2			
Child 3			
Child 4			
Home Address			

be granted leave of absence from to
to participate in a family holiday at(destination).

Number of school days to be taken:

Please indicate below the criteria that applies to your holiday request. This is In accordance with RCT guidelines regarding authorisation of holidays.

Pupil's attendance is over 95% for the preceding 12 month period prior to holiday.	<input type="checkbox"/>	Families of serving armed forces personnel that are unable to take a holiday during the school holiday period.	<input type="checkbox"/>
Parent/child experiencing life limiting illness that requires them to go on holiday at that time and not during a school holiday period.	<input type="checkbox"/>	Family has suffered an acute trauma in the recent past.	<input type="checkbox"/>

Name of Parent/Carer:

Signature of Parent/Carer: Date:

For School Use Only:

Period 1	--	Holiday Days: Authorised: Unauthorised:
Attendance %		
No. Unauthorised		
Period 2	--	Signatures: Head Teacher: Chair/Link Governor: Date:
Attendance %		
No. Unauthorised		