

**Holiday in term time request**

**Section A**

To be completed by the Parent/Guardian at least 2 weeks in advance.

Name of Child:	Class
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)

We will make reasonable adjustments for students with special educational needs or disabilities. Please outline the exceptional circumstances that means you are requesting a holiday in term time:

.....  
.....  
.....

**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 head teacher 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 school's attendance policy. (Please ask for a copy at school or the schools website)

Parent/Guardian .....