



HOLIDAY IN TERM TIME REQUEST

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

Name of Child		
Class		
Date of Birth		
Address		
Parent/Carer Tel. No		
Parent/Carer Email		
Holiday Dates	Date Holiday Requested From	
	Date Return to School	
Destination <small>(NB – This is for child protection reasons ensuring all our children are safeguarded)</small>		
<p>We will make reasonable adjustments for students with special educational needs or disabilities. Please outline the exceptional circumstances for requesting a holiday in term time.</p>		

Declaration:

I understand that this holiday request may be authorised or not authorised and the Headteacher 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 school's attendance policy. (Please ask for a copy at school or view it on the school website).

Parent/Carer **Date**

OFFICE USE ONLY			
Percentage Attendance as at:	Approved/Not Approved (Circle as appropriate)		
Date: _____ %	Signature:	Date:	
Date Authorised/Unauthorised Letter sent Home :	SIMS updated by:	Date:	
Date Teacher informed of the authorised holiday:			