Request for a Holiday/Leave of Absence in Term – Time

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation well in advance of the proposed leave – a minimum of three weeks prior to the leave being taken. One request should be completed per family.

Parent's Section			
Name of child/children			
Date of Birth		Class	
Name of parent/carer making request			
Address of child			

About the Request			
Reason for requesting the leave during term time:			
Dates from and to:		**Length of absence:** (school days)	
Has your child already had leave during term-time this school year?			**YES/NO**
Did your child take any leave during term time in the previous school year?			**YES/NO**
Date Received		Parents Guardian signature	
School Section			
Will your child miss any national tests or examinations?			**YES/NO**
Child's attendance			

Outcome:

Authorised ☐ Unauthorised ☐

Headteachers comments:

Headteachers signature ……..Date……