

1234567

NAME OF SCHOOL \_\_\_\_\_

**Annual Holiday In Term Time Request**

Dear Parent

The school recommendation is that you do not take your child out of school for holidays. However in exceptional circumstances I will consider requests. I am not in a position to stop you taking your child/ren on holiday. However if you do take your child/ren on holiday without permission I will not be able to authorise the request. Unauthorised absences are liable to Penalty Notice Fines or prosecution for non-attendance.

Child/ren who are absent for more than 10 days following the expected date of return may be removed from roll and there can be no guarantee of your preferred school place being available on their return

**Request** \_\_\_\_\_ **School** \_\_\_\_\_

Name of child(ren) _____ Tutor Group/Class _____	
_____ Tutor Group/Class _____	
Address _____	
Reason for request _____	
_____	
Dates of leave requested from _____ until _____	
Signature of parent(s)/carer(s) _____	Date _____
Print full name _____	
<b>Employer</b>	
I am only able to grant annual leave during the above period for my employee (name) _____	
Employer Signature _____	Full name _____
Contact address/ phone number _____	

<b>Office use only</b>	
Name of child _____	Tutor group/class _____ Current attendance _____ %
<b>Agreement reached</b>	
<input type="checkbox"/> In this instance I am able to authorise this holiday request for the above period	<input type="checkbox"/>
<input type="checkbox"/> I am unable to authorise this holiday	<input type="checkbox"/>
<input type="checkbox"/> Further information/meeting required, please contact school	<input type="checkbox"/>
This holiday is not authorised because: -	
<input type="checkbox"/> Your child's attendance record is below the recommended government guidelines	<input type="checkbox"/>
<input type="checkbox"/> Your child has already taken time for an annual holiday	<input type="checkbox"/>
<input type="checkbox"/> Of the age and stage of your child's education	<input type="checkbox"/>
<input type="checkbox"/> The holiday falls within an examination period	<input type="checkbox"/>
<input type="checkbox"/> The new school year has only just begun	<input type="checkbox"/>
<input type="checkbox"/> A holiday will cause a detrimental gap in your child's learning	<input type="checkbox"/>
<input type="checkbox"/> A holiday will disrupt the continuity of learning for your child	<input type="checkbox"/>
<input type="checkbox"/> The reason for your request is not acceptable	<input type="checkbox"/>
Signature _____ Date _____	