



Holiday Request Form

This form is to be completed by the parent/carer and submitted no less than one month prior to the period of absence required. The Local Authority and the school strongly advise against taking 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 individually, on its own merits and may be unauthorised.

All absence for holidays will be unauthorised at the time the request is made.

I would like to request that:

	Full Name	Date of Birth	Class
Child 1			
Child 2			
Child 3			
Child 4			

Home Address

Be granted leave of absence from ----- to -----

To participate in a family holiday to -----(destination)

Number of School days missed -----

Please take into account the following information when considering this request:

I will also be requesting this holiday for my other child(ren) -----

Who attend ----- School.

Name of Parent/Carer ----- Signed -----

Date -----

Unauthorised Days -----

Authorised Days ----- Signed -----