

Date: \_\_\_\_\_



## HOLIDAY REQUEST FORM

Family holidays in term time will not be granted as they are damaging to the student's continuity of learning.

Parents/carers do not have an automatic right to withdraw students from school for a holiday and, in law, must apply for permission in advance (a maximum of 10 school days in any school year can be authorised). The factors which will be considered when assessing requests will be:

- The time of year proposed for the holiday
- The motive and purpose of the holiday
- The duration of the holiday and its impact on continuity of learning
- The circumstances of the family request
- The rarity of this event during the child's school career
- The attendance pattern of this child

**Please fill the form below and return to school reception**

Student Name : _____
Year Group: _____

Address:  
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Current Attendance% \_\_\_\_\_

Holiday departure date: \_\_\_\_\_ Holiday return date: \_\_\_\_\_

Date return to school: \_\_\_\_\_ Extension date :( If applicable) \_\_\_\_\_

Reason(s) for holiday: _____ _____ _____
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### For office use only

Holiday agreed  Confirmation letter sent  Holiday not agreed  Letter not sent

HOY Signature \_\_\_\_\_ Head teacher's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_