



## Holiday Notification Form

*This form is to be completed by the parent/carer and forwarded to the School Office **not less than four weeks** prior to the period of absence required. The local authority and school strongly advises parents that pupils should not take 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 on its own merits and may be unauthorised.**

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 at .....(destination).

Number of school days to be taken .....

Children in Another School - I will also be requesting this holiday for my other child(ren) who attend (please state child's **AND** school name):

.....  
 .....

Please consider the following circumstances when considering my child(ren)'s request:

Name of Parent/Carer: \_\_\_\_\_

Signature of Parent/Carer: \_\_\_\_\_

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

**For School Use Only:**

Authorised Days: \_\_\_\_\_

Unauthorised Days: \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_

Signature of Chair of Governors/Link Governor for Attendance: \_\_\_\_\_

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