



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	Registration Class
Child 1			
Child 2			
Child 3			

be granted leave of absence from: _____ to: _____

Number of school days to be taken: _____

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:

Reason:

Unauthorised Days:

Signature of Head of Attendance:

Date:

