



St. Paul's C.E. Primary School

HOLIDAY REQUEST FORM

A request for absence MUST be made at least a minimum of six weeks before the trip.

Pupil Details
Name.....Date of Birth.....
Year Band.....

Dates of Requested Absence
First Date of Absence.....Last Date of Absence.....
Reason for absence

If the Request is to attend a family wedding please give the date of the wedding below
.....

I understand that keeping my child off school for any longer than agreed or if my request is not granted, will result in the absence being recorded as Unauthorised. This may result in action being taken against me for Non School Attendance.
Parent / Carer Name (print).....
Parent / Carer (signature).....
Date.....

The Headteacher will consider the following points before authorising leave:

- The pupil's previous attendance history
The age of the pupil
The child's stage of education
Time of Year (SATS/Exams)
The nature/reasons for the absence

The Education (Pupil Registration) (England) Regulations 2006
Holidays taken for the following reasons will not normally be authorised:
Availability of cheap holiday;
Availability of the desired accommodation;
Poor weather experienced in school holiday period;
Overlap with beginning or end of term.