

West Ashton Church of England Voluntary Aided Primary School

Holiday Request Form

TAKING YOUR CHILD OUT OF SCHOOL DURING TERM TIME MAY HARM YOUR CHILD'S ACADEMIC PROGRESS.

Schools may agree up to 10 days holiday absence in special circumstances with consideration being given to pupil's attendance, attainment and public examinations. Absences may only be authorised at the discretion of the Headteacher.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the special circumstances relating to your application below and attach any supporting evidence.

Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time.

Name of Child(ren)	
Date of Birth	
Class	
Date of First Day of Absence	
Date of Return	
Number of Days requested	
Known siblings and school(s) attending	

Special Circumstances (reason) for holiday to be taken during term time:

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Signed: _____

Date: _____

Parent/Carer: _____

For school use:

Attendance%:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Request authorised: Yes/No