Holiday in term time request

To be completed by the Parent/Guardian at least 2 weeks in advance.

Name of Child/Children:	Class or Teacher
1.	
2.	

Holiday dates: (including possibility of late flight arrivals if possible

From: .... to ....(last day of absence)

Destination ....

(NB – This is for child protection reasons ensuring all our children are safeguarded)

Reason for taking holiday during term time:

………………………………………………………………………………………

………………………………………………………………………………………

………………………………………………………………………………………

Declaration:

I understand that this holiday request may be authorised or not authorised and the Head Teacher will use his/her discretion in making the decision based on my child's circumstances. If the Head Teacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead ESWTM which will be determined in line with the schools attendance policy. (Please ask for a copy at school or the schools website)

Parent/Guardian Name ....

Parent/Guardian Signature .... Date: …………

To be completed by the Head Teacher within at least 1 week from the request.

Reasons for refusal to authorise absence ....

....

....

Reasons for authorising ....

....

....

The Head Teacher has authorised/unauthorised (* delete) the following holiday request for the reasons specified above.

Please see attached attendance registration certificate.

Signed ....

Green	100%	Not missing any lessons.
	99%	Missing about 10 lessons.
	98%	Missing about 20 lessons.
	97%	Missing about 30 lessons.
Amber	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95%	Missing about 2 weeks of school.
	93%	Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose.
Red	92% and below	Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances.

Child's current attendance: ....