

OUR LADY'S R.C. 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:

Class/Teacher:

Dates of Requested Absence:

Reason for absence:

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/Guardian Name:.....

Signature:..... Date of Request.....

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/reason for the absence

The Education(Pupil Registration) (England) Regulations2006

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

Office Use

Seen by-----

Agreement----- Date-----