



Holy Family Catholic 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. **If your holiday is more than 5 days if your child's attendance is under 90% or 10 days of unauthorised attendance. This will result in a fine from the local authority. By signing this form, I am fully aware of the fine that may occur by taking this holiday.**

Parent/Guardian:

Signature: Date of Request:

The Headteacher will consider the following points before authorising leave:-

- The pupils' 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 holidays;
- 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 _____

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Child's Name Date of Holiday

Agreement Signed
(Headteacher)