

St. George's Catholic Primary School



Request For A Holiday In Term Time

Parent Form

IMPORTANT : Please read carefully the information overleaf.

NB If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence** and noted on your child's attendance record.

To the headteacher

.....School/College

I wish to apply for:

Name	Class
1.
2.
3.

to be authorised as being absent from school from to.....
inclusive for the purpose of my annual family holiday at (specify location)
OR for the reason given below.

Special circumstances why this holiday needs to be taken in term time (holiday requests totalling 10 days or less in a school year) OR Exceptional circumstances (holidays requests totalling over 10 days in a school year):

Signature Parent/Carer Date

Authorised/Unauthorised.....Headteacher

Please return this form to school well in advance of your proposed holiday.