



**REQUEST FOR A HOLIDAY IN TERM TIME**

**IMPORTANT: Please read carefully the information below.**

When deciding whether to allow term-time Leave the school will consider:-

- The stated **SPECIAL CIRCUMSTANCES** and
- Previous attendance records
- The Learning that will be missed
- Other issues that may be damaging to your child's education

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. ....	.....
4. ....	.....

To be authorised as being absent from school from..... to  
.....inclusive for the purpose of a family holiday at (specify location)  
.....

**My Special Circumstances are:**

Signature Parent/Carer..... Date.....

**Please return this form to your child's school as soon as you know your holiday needs, but at least two weeks before the holiday.**