



Holiday Notification Form

This form is to be completed by the parent/carer and forwarded to the Attendance Team in School **no less than four weeks prior** to the period of absence required. The Local Authority and School strongly advises parents that pupils should not take holidays in term time. Approval of absence is entirely at the discretion of the school.

Please do not assume that your holiday request will be authorised – each request will be considered on its own merits and may be unauthorised. Fixed Penalties may be issued.

Due to Covid regulations we are obliged to ask where you are taking your child/children and request that you complete this with as much information as possible.

I would like to request that:

	Full Name	Date of Birth	Year Group
Child 1			
Child 2			

be granted leave of absence from: _____ to _____

Number of School Days to be taken: _____

Destination Details: _____

Please consider the following circumstances when considering my child/children's request:

Name of Parent/Carer: _____ Signature: _____

Date: _____

For School Use Only:

Authorised Days: _____ Unauthorised Days: _____ FPN: Yes/No

Reason: _____

Signature of Leader of Wellbeing & Attendance _____

Date: _____