

ARCHIBALD FIRST SCHOOL - PUPIL HOLIDAY AND ABSENCE REQUEST FORM

This is a request for a leave of absence or holiday to be granted by school for my child/children in term time.

Holiday destination Dates of holiday: From until

Number of school days which will be missed (do not include weekends or school holidays)

Reason for taking absence/holidays in term time

Have you taken any other holidays in term time during this school year? YES/NO If YES, how many school days were missed?

Parent's address Telephone number

Name of parent or guardian (please print) Signed Date.....

Name of parent or guardian (please print) Signed Date.....

To be completed by parent			To be completed by the school that the child attends			
Please list the names and schools of all children who require permission for this holiday.			Permission granted?	Authorised by:		
Name of child (please print)	School	Class or Year Group	Yes/No	Name (please print)	Signed and Dated	Attendance %

This form may be photocopied – permission must be obtained individually for each child from his/her school. Please ensure that each school receives the form in advance of the holiday dates.

Parents - please note that holiday taken in term time without prior permission from school may result in legal sanctions for irregular attendance being taken against you.