



**Holiday in term time request**

**Section A** - To be completed by the Parent/Guardian at least 2 weeks in advance.

<b>Name of Child:</b>	<b>Class</b>	<b>DOB</b>	<b>Tel no.</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			

Holiday dates: (including possibility of late flight arrivals if possible)

From: ..... To .....

Destination .....

(NB – This is for child protection reasons ensuring all our children are safeguarded)

Reason for request .....

.....

**Declaration:**

I understand that this holiday request may be authorised or not authorised and the Head Teacher will use his/her discretion in making the decision based on my child’s circumstances. If the Head Teacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead ESWTM which will be determined in line with the schools attendance policy. (Please ask for a copy at school or the schools website)

Parent/Guardian .....Date:.....

Email address:.....

(This will be used to send you a copy of Section B to inform you if the holiday request has been authorised)

**Section B**

To be completed by the Head Teacher within at least 1 week from the request.

Reasons for refusal to authorise absence: .....

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Reasons for authorising :.....

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The Head Teacher has authorised/unauthorised (\* delete) the following holiday request for the reasons specified above.

Signed .....

<b>Green</b>	100%	Not missing any lessons.
	99%	Missing about 10 lessons.
	98%	Missing about 20 lessons.
	97%	Missing about 30 lessons.
<b>Amber</b>	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95%	Missing about 2 weeks of school. Time to 'callio'.
	93%	Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose.
<b>Red</b>	92% and below	Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances.