

Beech Green Primary School

Holidays in Term Time

(This form should be completed and returned no less than 2 weeks before the planned absence.)

Please understand that following changes in 2013 to the Education Regulations 2006, schools are only able to authorise holidays in term time under exceptional circumstances. Before completing this form, please read the school's Attendance Policy. A hard copy is available via the school office or the latest edition can be accessed via the school's website www.beechgreenprimary.uk.org

Request to take a child out of school for a holiday during term time (Leave of Absence)

I would like to take my child/ren out of school on the following dates, from to

The holiday must be taken in term time because:-

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Signed Date

Please print

Authorised/Unauthorised by (Headteacher) Date:

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Holiday Request Form – Reply Slip

Dear Parent/Carer,

Re: (Child/ren Name/s)

Thank you for submitting your recent request for leave of absence. I have given the matter due consideration and made my decision based on our current Attendance Policy. For your information your child/ren's current attendance is%%% (this will be completed by the school office)

Leave of absence has been authorised between and

Leave of absence has been unauthorised between and therefore any absence for your child between these dates will be marked as unauthorised.

Yours sincerely,

Mrs J Poulson
Headteacher