H O L I D A Y R E Q U E S T F O R M

Our Ref NG/JS

Holiday Request in term time due to exceptional circumstances

Parents should be aware that any absence from the Academy, for whatever reason, would have a damaging effect on the child’s learning and progress.

Only in exceptional circumstances (see the reverse of this form) should parents apply for their child’s release from school for any reason.

Should this be necessary please complete the form below and return it to the Headteacher no later than 2 weeks prior to the absence.

Pupil’s name: Form:

Absence Requested from: To

Reason for this request: -----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

I request permission for my child to be absent from the Academy on the above dates. I understand that this absence will disrupt my child’s learning and I will ensure that my child requests work from his/her teachers prior to the absence and that all missed work will be completed.

Signed (Parent/Guardian) …………………………………… Date ………………

Mr Grieveson’s comments : Attendance %

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