



**REQUEST TO TAKE A SCHOOL CHILD ON HOLIDAY DURING TERM TIME**

Child's Name: ..... Class: .....

Dates(s) of absence

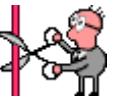
From ..... To .....

I would like to take my son/ daughter on holiday. This holiday must be in term time because:

.....  
.....  
.....  
.....

Signed: ..... (Parent/ guardian) Relationship to child .....

Authorised by: ..... (Headteacher) Date .....



Dear Parent/ Guardian

Re: ..... (Child's name)

Further to your recent request for leave of absence.

Leave of absence authorised between ..... and .....

Leave of absence refused *This absence will be marked as unauthorised and may be considered for referral to the Local Authority Attendance Team.*

Signed: ..... (Headteacher) Date: .....