

Pupil Holiday Request Form



Name of Pupil:			
Date of Birth:			
Address:			
Post Code:			
Absent from school from (date):		Absent from school until (date):	
Signed:			
Date:			

You have to get permission from the Head Teacher if you want to take your child out of school during term time.

You can only do this if:

1. You make an application to the Head Teacher in advance (as a parent/guardian the child normally lives with).
2. There are exceptional circumstances.

It is up to the Head Teacher how many days your child can be away from school if leave is granted.

www.gov.uk/school-attendance-absence)

OFFICE USE:

Approved

Denied

Signed: Date:

SIMS Updated (date)