



# Request for permission for holiday leave

**Please note that:**

Parents do not have an automatic right to remove their children from school for the purpose of holidays, birthdays and special occasions. Requests must be submitted to the Head Teacher prior to the absence.

Other than in exceptional circumstances, parents may not request more than 10 days leave in a school year and any leave must be approved beforehand by the Head Teacher.

Any absences over the authorised 10 days which are not due to illness will then be counted as an **unauthorised absence** and may be referred to the Educational Social Worker.

All absences, including authorised absences and illness, will affect your child's attendance percentage.

To be completed by Parent / Guardian:

Name of pupil: ..... Class: .....

Before going on holiday, my child's last day at school will be .....

My child will return to school on .....

Number of school days: .....

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

*To be completed by Headteacher:*

The requested permission for absence from school has been **authorised** / **unauthorised**

If the absence is unauthorised, it is for the following reason:

.....  
.....

Signed: ..... Date: .....  
Head Teacher

**Note to class teachers: A copy of this form should be returned to parents. This original form must be kept for examination by the Local Authority and the Education Social Worker.**