

HOLY TRINITY C OF E PRIMARY SCHOOL

APPLICATION FOR LEAVE OF ABSENCE
FOR ANNUAL FAMILY HOLIDAY

Date

Pupil's Name

Address:

.....

Class teacher

I would like to request days leave from school for my child.

First day of absence will be

Returning on

The reason for taking my child on holiday during term time is

.....

.....

Parent's Name & Signature

Take Note:

- 1. It is not a parental right to take a child out of school for a holiday.**
- 2. Only one family holiday per academic year will be considered.**
- 3. Annual leave will not exceed 10 school days in one academic year.**
- 4. Check with the Headteacher or classteacher the time, which will have the least disruption to your child's education.**
- 5. No holidays are authorised during SATs weeks; it is imperative you avoid taking your child on holiday during this time.**

A Baines
Headteacher

J. Webb
Attendance Manager