



**ST WOOLOS PRIMARY SCHOOL
HOLIDAY REQUEST FORM**

Schools have the discretion to grant up to ten days authorised absence for the purpose of family holidays during term time.

The revised 'Guidance on Registration Practice Including Codes and Categorisation of Attendance/Absence' (1995) stipulates:

"If the holiday absence is approved then it should be recorded as authorised absence. Only in exceptional circumstances may schools agree leave of absence in excess of ten school days in any one school year."

This form cannot be used to request time off for anything other than a family holiday or exceptional circumstances.

(For a holiday of more than ten days, please complete an Extended Holiday Form and make an appointment with Miss Vaughan.)

PUPIL NAME:.....

CLASS:.....

Date of holiday: From:..... Until:.....

Total number of school days requested:.....

Reason:.....

Signed:..... (Parent/Guardian) Date:.....

Authorised:..... Date:.....

CIRCUMSTANCES (Authorised mark given)

Signed:..... Date:.....

Wedding

Funeral/Bereavement

Christening

Exceptional

UNAUTHORISED

Signed:..... Date:.....

A copy of this Holiday Request Form will be kept in our Pupil Holiday Request File for this academic year.