

Term Time Holiday Request Form



Beeford CE (VC) Primary School

Student Details

Name		Date of birth		Form	
Address					
Contact Numbers					
Sibling Details (or other children living in the household)					
Name		Date of birth		School	
Name		Date of birth		School	
Name		Date of birth		School	

I request permission for my child to be absent from school: -

First Day of Absence		Date of Return		Total School Days	
Reason for request					
Parent's contractual conditions (a letter from employer must accompany this application)					
Service personnel returning from a tour of duty abroad (a letter from the Service Welfare Officer must accompany this application)					
Child or parents rehabilitation of medical/emotional issues (a letter from your GP must accompany this application)					
Emigration investigation (some form of evidence should be included with this application)					
Family wedding or funeral out of the area and is part of a family holiday					
Exceptional and unforeseen circumstances (please include, on a separate sheet , reasons for requesting a term time holiday under this provision)					

Declaration

I have read The Term Time Holidays Information for Parents and understand I will receive a penalty notice if my child receives unauthorised school absence.

Signed: (Parent/Carer)	Date:
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For School Use Only					
The school has considered your request for leave of absence and your child's absences will be recorded as follows: -					
Number of Authorised Days		Number of Unauthorised Days		Number of Unauthorised absences to date:	
Signed:		Position:		Date:	

Original signed and completed forms to be retained with pupil's records.

Copy returned to the parent/carer of the pupil to confirm authorisation or refusal before the intended holiday