

PENYGAWSI PRIMARY SCHOOL

HOLIDAY ABSENCE REQUEST FORM

DEAR _____

I REQUEST PERMISSION TO WITHDRAW MY CHILD / CHILDREN FROM SCHOOL TO TAKE THEM ON HOLIDAY AS DETAILED BELOW.

NAME OF CHILD / CHILDREN

_____ / _____

CLASS / CLASSES

_____ / _____

PARENT / GUARDIAN MAKING REQUEST

CONTACT TELEPHONE NUMBER

CONTACT ADDRESS

DATES OF HOLIDAY

FROM _____ **TO** _____

No. OF SCHOOL DAYS LOST

DESTINATION

**Reason Why Holiday Is Being Taken During
School Term**

FOR SCHOOL USE:

**% ATTENDANCE AT TIME
OF HOLIDAY REQUEST.**

ATTENDANCE: _____ %

ABSENCES

AUTHORISED: _____ %

UNAUTHORISED _____ %

**SCHOOL DAYS LOST FOR
PREVIOUS HOLIDAYS IN
SAME ACADEMIC YEAR.**

_____ DAYS

PERMISSION GRANTED

☐

PERMISSION DENIED

☐

REASON (if denied)

SIGNED

HEADTEACHER

HOLIDAY TAKEN

YES ☐ NO ☐