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**Holiday In Term Time Request**

Section A

To be completed by the Parent/Guardian at least 2 weeks in advance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Child: | Class | DOB | Address | Tel no. |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

Holiday dates: (including possibility of late flight arrivals if possible)

From: ……………………………………. to ………………………………………………..

Destination ……………………………………….

Return to school date……………………..

(NB – This is for child protection reasons ensuring all our children are safeguarded)

**Declaration:**

I understand that this holiday request may be authorised or not authorised and the head teacher will use his/her discretion in making the decision based on my child’s circumstances. If the head teacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead EWO which will be determined in line with the schools attendance policy. (Please ask for a copy at school or the schools website)

Parent/Guardian ……………………………………………………………

Section B

To be completed by the head teacher during the term of the holiday.

Reasons for authorising ………………………………………………………….

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Reasons for unauthorising …………………………………………………………………

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I, as head teacher have authorised/unauthorised (\* delete) the holiday request for the reasons specified above.

Signed ……………………………………………………………….

Head Teacher

A copy will be retained on file for our records.