

**Please Note**  
Extra work will not be given to children not in school.

## Request for Term Time Holiday Leave

*To be completed at least three weeks before the proposed holiday.*

Education is a once in a lifetime opportunity.

The DFES has recommended that holidays should not be taken in term time. The DFES recommend that Headteachers consider the following points when deciding whether to authorise the holiday request.

- Approval will not be given on the basis of the cost of the holiday.
- Approval will not be given for pupils with poor attendance records.
- Approval will not be given for holidays in SATs week or during examination weeks. Please check with the school for more specific dates for examinations.
- Long weekends and days off should not normally be authorised as term time holiday.

**Parent to complete:-**

Name of pupil:	Class:
Purpose of Absence:	
Reason for absence during term time:	
Proposed start date of absence:	Date on which child will return to school:
Signed: ..... Parent / Carer	
Date: .....	

**Headteacher to complete:-**

Number of days absence requested:	
Percentage of attendance (12 school weeks prior to request)	
Has holiday during term time been requested previously and if so when?	
Headteacher's approval / reason for not approving absence:	
Signed: ..... Headteacher    Date: .....	