



Application for permission for holidays during term time.

Permission will be given for up to a maximum of 10 days' leave of absence during the academic year, but parents/guardians are asked to think carefully about the advisability of such absence and the likely impact on their child's education.

After completing the form, please return it to the school office, no less than two weeks before the date on which the period of absence is due to start.

I request that my child (Name) in Year Group
be granted leave of absence for days, from (start date) until (end date)
inclusive and will return to school on (returning date)

Nature and purpose of the trip
.....
.....
.....
.....

I confirm that this will not cause the total number of days holiday taken during this academic year to exceed 10 working days.

Signature Name Date
Parent/Guardian

OFFICE USE ONLY

Approved by

Signature Date
Head Teacher