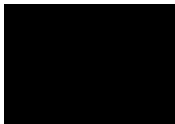


REQUEST FOR PUPIL ABSENCE DURING TERM TIME	
PUPIL NAME	
CLASS	
DATES	
REASON	
PARENT NAME	
CONTACT NUMBER <i>Important as you may be contacted by the head to discuss your request.</i>	



This form will be returned to you advising whether or not your holiday request has been authorised.

Date:

Dear Parent or carer of _____

Thank you for your request for holiday leave on the dates _____ to _____.

- In this case I am able to authorise all of the above dates for your requested holiday leave as there are exceptional circumstances to warrant the granting of leave.

- Unfortunately I am unable to authorise this request as it does not meet the criteria for authorised leave of absence during term time.

Val Eggleton
Headteacher
01422 842154

FOR OFFICE USE ONLY:	
% ATTENDANCE Number of authorised holidays to date	
PUPIL TRACKER PERFORMANCE	
AUTHORISED /UNAUTHORISED	
REASON – if unauthorised <i>Delete where appropriate</i>	
ATTENDANCE CODE <i>Delete where appropriate</i>	C – other authorised circumstances G – holiday NOT agreed H – holiday agreed
COMMENTS	
SIGNED	
LETTER SENT TO PARENTS <i>Initial and date</i>	