



Children and Young People's Directorate

Education Welfare Service, Grange Road, Tuffley, Gloucester GL4 0DJ
Tel: 01452 550505 Fax: 01452 550556

REQUEST TO TAKE A SCHOOL CHILD ON HOLIDAY DURING TERM TIME

PLEASE REMEMBER

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

I would like to take my son/daughter on holiday.

Dates – Fromto

This holiday must be in term time because:

.....
.....

Signed(Parent/Guardian) Date of Birth

Relationship to Child

Authorised by(Headteacher) Date:

**This form must be completed and returned to the child's school
no less than 4 weeks before the planned absence.**

.....

Dear parent / guardian,

Re: (Child's name)

Current Attendance %

Further to your recent request for leave of absence.

Leave of absence authorised betweenand
Please ensure that your child returns to school promptly following your holiday as failure to do so can result in their removal from school roll.

Leave of absence refused. Any absence from school between and will be marked as unauthorised and referred to the Education Welfare Service who may issue a Penalty Notice of up to £100 (Section 444(A) of the Education Act 1996).

Your child will miss

Signed : (Headteacher) Date:

