

HOLIDAY OR EXTENDED LEAVE REQUEST

Broughton C E Primary School

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Education Authority expects all parents/carers to ensure that their children attend school whenever possible as absence during school time hinders academic progress. Please note that holidays taken in term time, without prior permission from school, may result in legal sanctions for unauthorised absence.

If you wish your child to be absent from school, please complete and return this form to school prior to booking your holiday; and at least two weeks before your intended departure date. Thank you.

The head teacher may arrange for you to call in to school to discuss your application.

PARENTS SECTION

Surname of child:	<input type="text"/>	First name:	<input type="text"/>
Date of birth:	<input type="text"/>	Year Group:	<input type="text"/>
Surname of parent/carer:	<input type="text"/>	First Name:	<input type="text"/>
Relationship to child:	<input type="text"/>		
Home address:	<input type="text"/>		
Postcode:	<input type="text"/>	Telephone number:	<input type="text"/>

SPECIAL CIRCUMSTANCES WHY HOLIDAY CAN ONLY BE TAKEN DURING TERM TIME

Number of school days that will be missed	<input type="text"/>	Destination	<input type="text"/>
Date of departure:	<input type="text"/>	Date back in school:	<input type="text"/>
Emergency telephone no:	<input type="text"/>		
Parent/carer's signature:	<input type="text"/>		

SCHOOL SECTION

Date application received:	<input type="text"/>	Extended leave? Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Date of meeting with parent/s: (if applicable)	<input type="text"/>	Holiday Agreed? Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Reasons for decision:	<input type="text"/>				
Head teacher's signature	<input type="text"/>				