

BROUGHTON-IN-FURNESS C.E. PRIMARY SCHOOL



HOLIDAY/ABSENCE REQUEST FORM

..... (Name of parent/guardian) request permission to
take (pupil name/s) out of school in term time.

The reason for this absence:

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.....

The reason why this absence cannot be taken during school holidays:

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.....
.....
.....

Date requested from to No.of days:.....

Signature of Parent/Guardian Date

Please note:

- ❖ Parents are strongly urged to avoid booking holidays during term time.
- ❖ The regulations make clear that head teachers may not grant leave of absence in term time except in exceptional circumstances. Case law identifies that any holiday or event which can be arranged during school holiday periods should not be authorised during the school term.
- ❖ The cost of holidays or the work commitments of parents cannot be considered exceptional reasons.
- ❖ It is at the discretion of the Head Teacher as to whether time off will be authorised. Each request will be considered on an individual basis.
- ❖ Please note that the school does not set work when children are kept away for holidays. Parents must appreciate that it is their responsibility to encourage their child to catch up on return to school.