



REQUEST TO TAKE HOLIDAY DURING TERM TIME

To: The Headteacher/Principal, School

Please authorise absence for:

class and class

also class

To allow him/her/them to go away on holiday

from to

Name of Parent(s)/Guardian(s):

Address:

.....

.....

REASON FOR REQUEST DURING TERM TIME

I understand that the school is not obliged to grant this request.

Signature of Parent(s)/Guardian(s):

Absence authorised/not authorised:



RETURN TO PARENT(S)/GUARDIAN(S)

Pupil name: Class:

Absence authorised/not authorised from to

Signed: Date:

(Headteacher/Principal)