

Belmont C of E Primary School

Holiday Request Form

Please note that there is no automatic right for pupils to be granted authorised absences for family holidays. Belmont CE Primary School considers every request for holiday leave in relation to the criteria below.

Pupil Details	
Name	
Date of birth	
Class	
Address	

Holiday Request Details	
Start date of requested Holiday	
End date of requested holiday	
Return to school date	
Number of days requested	
Reason for holiday request	
Name of parent / carer (print)	
Signature	
Date	

For School Use		
Current attendance % (in current academic year)		
Previous holiday leave this academic year		
Does the holiday request time coincide with SATS / other examination periods		
Any mitigating / aggravating circumstances which indicate a holiday should be authorised / not authorised?		
Given information above, and reason for request, is the holiday approved?	YES	NO
Signature of Head Teacher		
Date		
Register Code to be used for this holiday *		

* Register Code: G = Any holiday that has **not been agreed** or holiday days taken **over 10 days**
 H = Family Holiday 10 days or fewer which **has been agreed**

Please return to the School Office as soon as possible – many thanks