

# Old Sarum Primary School

## Holiday Request Form

**Taking your child out of school during term time may harm your child's academic progress.**

Schools may agree up to 10 days holiday absence in exceptional circumstances. Absences may only be authorised at the discretion of the Headteacher.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Name of Child(ren)	
Date of Birth	
Class	
Date of First Day of Absence	
Date of Return	
Number of Days requested	
Known siblings and school(s) attending	

Exceptional circumstances (reason) for holiday to be taken during term time:

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer: \_\_\_\_\_

**For school use:**

Attendance%:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Request authorised: Yes/No