



Holiday Request Form

Regular school attendance and punctuality is extremely important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law.

Heygreen Primary School fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Pupil Name: DOB..... Class:
.....

Name of Parent/Carer:
.....
.....

Address:
.....
.....

Date of Start of Holiday: Return Date:
.....

Destination:
.....
.....

Date of Previous Term Time
Holidays:.....
...

Adults Accompanying Pupil and Relationship to Pupil:
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Reason for Taking Holiday in Term Time:
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.....
.....

Signed: Parent / Carer Date:
.....

The school strictly discourages holidays being taken during term time and the Educational Welfare Officer will issue a fine to any parent/carer who does so.

All holidays will be marked as unauthorised.

For School Use Only:

Absence Authorised / Unauthorised

Reasons:

Signed:

Date: