REDFIELD EDGE PRIMARY SCHOOL

Before completing this request form, parents are asked to consider how non attendance at school might affect their child's progress. It is not only the time missed in class but the settling in time after the holiday which needs to be considered. (Please note in line with local authority policy and all other local schools **no holiday request will be granted during term 1 or term 5.** For further information please refer to the attendance policy, a copy of which can be requested from the office**)**
Completed forms should be returned to the office well in advance of the proposed holiday, and well before any booking is made.

Permission is requested for the absence of:

Name:	Class Name:

From:	To:	Total number of school days requested:…….....

Please give details of the special circumstances which require absence from school during term time. **(If this section is not completed permission will be refused.)**

Signature of Parent or Carer …….

Date ……

For completion by office:

Previous attendance record is: Good/satisfactory/poor
Any previous absence for holiday during the term time during this school year:
……

HEADTEACHER'S DECISION:

Name: ……..

From: **To:**
Permission for the above holiday is: **Authorised/Unauthorised**

If permission has been unauthorised the reason is ……...
(If this holiday is taken after being refused, it will be classed as an unauthorised absence)

Signed……