

Holiday Pro-forma

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's education progress. The Local Education Authority expects all parents/carers to ensure that their children attend school whenever possible. Absences due to holidays taken during school time, could hinder academic progress.

It you wish to apply for your child to be absent from school, please complete this form **and return it to school at least two weeks before your intended departure date.**
Thank you.

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR PARENTAL HOLIDAY

Name of school

Full name of child(ren)

Address

Reason for application and dates

Signature of parent(s)/carer(s)

Date

Office use only

Seen by headteacher / head of year

Agreement reached

Other outcome

Date / /

The headteacher will consider the following points before authorising leave:

1. The child's previous attendance history.
2. The age of the child.
3. The child's stage of education.
4. The time of year - SATS or exams.
5. The nature of the trip- an exceptional experience.
6. Whether the parents are restricted in terms of leave from their employer.