



Headteacher:  
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Able Children in Education  
Member Oct 2013 - Sept 2014

## Holiday Notification Form

This form is to be completed by the parent/carer and forwarded to the School Office **not less than four weeks** prior to the period of absence required. The school strongly advise that pupils should not take leave of absence in term time. Approval of absence is entirely at the discretion of the school. Only in exceptional circumstances will a pupil be granted any leave of absence. **Therefore, all absences for holidays will be unauthorised.**

I would like to request that:

	Full Name	Date of Birth	Class
Child 1			
Child 2			
Child 3			
Child 4			

Home Address	
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Be granted leave of absence from \_\_\_\_\_ to \_\_\_\_\_

To participate in a family holiday at \_\_\_\_\_ (destination)

Number of school days to be taken \_\_\_\_\_

I believe that I may be exempt from the zero tolerance approach to holiday in term time for the following reason(s):

	Please tick -
Acute trauma	
Life limiting illness (of pupil or parent)	
Parent currently serving in the armed forces	

Reason for application:

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Name of Parent /Carer: \_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

### For school use only:

Authorised Days: \_\_\_\_\_ Unauthorised Days: \_\_\_\_\_

Signature of Headteacher \_\_\_\_\_

Signature of Chair of Governors/Link Governor for Attendance: \_\_\_\_\_

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

