

## Extra Holiday Request Form

Parents and carers are reminded that in accordance with legislation and guidance from the Department for Education, approval for holidays in term time will rarely be given as parents and carers are strongly discouraged from disrupting their child's educational progress for the purpose of taking holidays.

This form should be completed and submitted to the headteacher within 4 weeks of the start of the proposed leave of absence. Separate forms should be completed for each child if more than one.

Parents and carers are reminded that term time holidays taken without permission may result in the issuing of a fixed penalty fines by the Local Authority of up to £120 per child.

Name of child:	
Year group:	
Name of Parent/Carer:	
Contact Number:	
Start date of leave of absence:	
End date of leave of absence:	
Number of days away from school:	
Reason for Request:	
Signed by Parent/Carer:	

Approved/Declined by Headteacher

Approved/Declined by Vice/Chair of Governors

Headteacher/Chair of Governors Comment