

BEAVER ROAD PRIMARY SCHOOL

REQUEST FOR HOLIDAY LEAVE DURING SCHOOL TERM

Date.....

Dear Headteacher,

My child / children will be absent from school on the following dates: -

From

To

They will be visiting

Reason for visit

Child/Children's Names

Class

.....
.....
.....
.....
.....

I promise to inform you of any change in these circumstances.

Signed.....Parent/Carer

- Absences up to 2 school weeks for family holiday - authorised.
- Extended absences up to 6 school weeks for family visit, normally authorised, providing pupil returns by agreed date.
- Absences after 6 weeks unauthorised - and will lose place if any children require admission.
- Please ask the office staff for "Absence During School Time" which explains in more detail the regulations regarding school absences.

<i>FOR OFFICE USE ONLY</i>		
PERMISSION FOR ABSENCE GRANTED	YES / NO	(Please circle)
Signed	Headteacher	Acknowledgement Sent <input type="checkbox"/>