

APPENDIX 1

Request Form for holiday taken in school time.

SHARMANS CROSS JUNIOR SCHOOL REQUEST FOR ABSENCE FROM SCHOOL DUE TO FAMILY HOLIDAY

Child's Name:		Class:
Proposed date (s) of absence:	No. of Days Requested :	No. of Days Previously Taken :
Reason for wishing to take holiday in term time (this needs to be completed please, before the absence can be authorised):		
Signed: Parent/Guardian		Date:

The following section is for school use only:

% attendance to date, this academic year	%
Authorised absence granted?	Yes / No
Signed: (Headteacher) Date:	