

Beech Green Primary School

Holidays in Term Time Request

(This form should be completed and returned no less than 2 weeks before the planned absence.)

Please understand that following changes in 2013 to the Education Regulations 2006, schools are only able to authorise holidays in term time under exceptional circumstances. Before completing this form, please read the school's Attendance Policy. A hard copy is available via the school office or the latest edition can be accessed via the school's website www.beechgreenprimary.uk.org

KS1 have SATs during the month of May and KS2 SATs is also in May so we ask that you please do not book any holiday then – thank you.

I would like to take my child/ren out of school on the following dates:

from to inclusive.

The reason I am requesting this holiday be taken in term time is because:-

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

Child's Name Class Current % Attendance*

Child's Name Class Current % Attendance*

Child's Name Class Current % Attendance*
*will be completed by the school office **

Signed by parent/carer..... Date

.....

Holiday Request Form – Reply Slip

Thank you for submitting your recent request for leave of absence. I have given the matter due consideration and made my decision based on our current Attendance Policy.

Authorised/Unauthorised by (Headteacher) Date:

Yours sincerely,

Mrs J Poulson
Headteacher