

**Beech Green Primary School**  
**Holidays in Term Time**

(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](http://www.beechgreenprimary.uk.org)

**Request to take a child out of school for a holiday during term time (Leave of Absence)**

I would like to take my son/daughter ..... out of school on the following dates, from ..... to .....

The holiday must be taken in term time because

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

Signed ..... Date .....

Please print .....

Authorised/Unauthorised by (Headteacher) ..... Date: .....

**Holiday Request Form - Reply Slip**

Dear Parent/Carer

Re: ..... (Child's Name)

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.

Leave of absence has been authorised between ..... and .....

Leave of absence has been unauthorised between ..... and ....., therefore any absence for your child between these dates will be marked as unauthorised.

Yours sincerely

Richard Woolston  
Headteacher