



REQUEST FOR AUTHORISED & HOLIDAY ABSENCE

PLEASE NOTE THE GOVERNMENT HAS ISSUED VERY CLEAR GUIDANCE THAT SCHOOLS SHOULD NOT GRANT HOLIDAY LEAVE EXCEPT IN VERY SPECIAL CIRCUMSTANCES.

TO CONSIDER AUTHORISING REQUESTS FOR ABSENCE OUR GOVERNORS REQUIRE INFORMATION THAT DEMONSTRATES THIS REQUEST MEETS THE CRITERIA OF BEING AN 'EXCEPTIONAL' CASE. PLEASE GIVE AS MUCH INFORMATION AS YOU CAN TO EXPLAIN WHY THIS APPLICATION IS 'EXCEPTIONAL'.

Name of Child:

Child's Class:

Dates requested that child would be absent (inclusive)

Number of days requested:

Reason for absence (please note that we are required to authorise absence only for **exceptional** reasons):

Date of request: _____

Signed: _____ (Parent/Carer)

Percentage of attendance this year:

Number of previous holiday authorised absences:

ABSENCE AUTHORISED / ABSENCE NOT AUTHORISED

HEADTEACHER COMMENTS:

Headteacher: _____

Date: _____