



Staplegrove C of E Primary School Request For A Holiday In Term Time

Parent Form

IMPORTANT : please read carefully the information overleaf.

NB If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence** and noted on your child's attendance record.

To the headteacher

Staplegrove Cof E Primary School

I wish to apply for

Name	Class
1.
2.
3.
4.

to be authorised as being absent from school from to.....
inclusive for the purpose of my annual family holiday at (specify location)

Exceptional circumstances why this holiday needs to be taken in term time:
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Signature Parent/Carer Date

Please return this form to school well in advance of your proposed holiday.