

THE CASTLE ROCK SCHOOL

Holiday Request Form

The Government attaches great importance to children attending school regularly and therefore I am obliged to remind you that children should get to school punctually on every day and for the whole school day during term time, unless there is a good reason for absence (such as illness).

Family Holidays during Term Time.

- Parents do not have a right to take children on holiday in term time and leave of absence must be granted in advance by the school for family holidays.
- Wherever possible, you should take your holidays during school holidays.
- Avoid taking your children on holiday at times when he or she should be taking exams or tests.
- Permission will only be given for your child missing no more than a total of ten school days in any one school year, unless there is a very good reason.
- The school will carefully consider your request and they may take your child's attendance record into account.

Please complete the form below if you require permission for your child to be absent during school time.

Name of child/children Form

We would like permission to take our child/children on holiday as follows:

From: To:

Number of school days missed

Please indicate why this holiday could not take place during the normal school holiday pattern (continue overleaf if necessary):

Signed Date
(Parent/Guardian)

If you DO NOT wish your child/children to know about this holiday, please tick box.

Reply from Headteacher

Name of Child/Children

I am able to give permission for you to take your child/children out of school.

I am unable to give permission for you to take your child/children out of school because of the following reason(s):

Signed: Date:
(Headteacher)