

APPENDIX 1

Request Form for holiday taken in school time.

SHARMANS CROSS JUNIOR SCHOOL REQUEST FOR ABSENCE FROM SCHOOL DUE TO FAMILY HOLIDAY

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|---|--------------------------------|---------------------------------------|
| Child's Name: | | Class: |
| Proposed date (s) of absence: | No. of Days Requested : | No. of Days Previously Taken : |
| Reason for wishing to take holiday in term time (this needs to be completed please, before the absence can be authorised): | | |
| Signed: Parent/Guardian | | Date: |

The following section is for school use only:

| | |
|--|------------------------|
| % attendance to date, this academic year | % |
| Authorised absence granted? | Yes / No |
| Signed: | (Headteacher) Date: |