



BATH & NORTH EAST SOMERSET

REQUEST TO TAKE A SCHOOL CHILD ON HOLIDAY DURING TERM TIME

PLEASE REMEMBER

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

I would like to take my Child(ren) on holiday.

Class(es)

Dates - From.....to.....

This holiday must be in term time because:.....

.....

.....

Signed.....(Parent/Guardian) Date of Birth.....
(To be used in the event that legal action becomes necessary)

Date Relationship to Child.....

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

**This form must be completed and returned to the child's school
no less than 2 weeks before the planned absence.**

.....

Dear parent/guardian,

Re:(Child's name)

Class(es)

CURRENT ATTENDANCE NCE %

Further to your recent request for leave of absence.

Leave of absence authorised betweenand
Please ensure that your child returns to school promptly following your holiday as failure to do so can result in their removal from the school roll.

Leave of absence refused. Any absence from school betweenand will be marked as unauthorised and referred to the Children Missing Education Service who may issue a Penalty Notice of up to £100 (S.444(1) Education Act 1996).

Signed.....(Headteacher) Date:.....