

**MAB'S CROSS COMMUNITY PRIMARY SCHOOL**

**HOLIDAY REQUEST FORM**

*A request for absence must be made at least a minimum of six weeks before the trip.*

<b>Pupil Details</b>  Name:  Class Teacher:	
Dates of Requested Absence:  Reason for Absence:	
I understand that keeping my child off school for any longer than agreed or if my request is not granted, will result in the absence being recorded as unauthorised. This may result in action being taken against me for Non School Attendance.  Parent / Guardian Name: .....	
Signature ..... Date of Request .....	
<b>The Head Teacher will consider the following points before authorising leave:-</b>  <i>The child's attendance history</i> <i>Age of the child and stage of education</i> <i>Time of year (SATS / Tests)</i> <i>Nature / reasons for absence</i>	<b>The Education (Pupil Registration) Regulations 2006</b>  <i>Holidays taken for the following reasons will not normally be authorised:</i> <ul style="list-style-type: none"><li>- Availability of cheap holidays</li><li>- Availability of desired accommodation</li><li>- Poor weather experienced in school holidays.</li></ul>
<b>Head Teacher to complete:</b>  Agreed ..... Not Agreed .....	
Signed ..... (Head Teacher)    Date .....	
Reason for Non-Agreement:	

