

**ST PETER'S CE JUNIOR SCHOOL  
PUPIL HOLIDAY REQUEST FORM**

Pupils may be authorised to accompany parents/guardians on their holiday for up to 2 weeks (10 school days) in any school academic school year. **Absences for longer periods may only be authorised in exceptional circumstances at the Headteacher's discretion.**

A separate form is required for each child.

Please complete Section A of this form and pass it to your child's teacher, preferably at least 4 weeks before the holiday commences. The form will be processed and you will receive notification as to whether or not the holiday dates have been granted. If you have any queries, please contact the school secretary.

**Please note parents of children in Year 6 should check that holiday dates requested to not clash with any SATs tests dates.**

**SECTION A**

Name of pupil: ..... Year: .....

I request permission for the above named child to accompany me on holiday to: .....

From ...../...../..... To ...../...../..... (..... days)

During the current school year I have/have not\* made such a request previously

(\*please delete as appropriate)

Signed: ..... (Parent/Guardian) Date: .....

**SECTION B**

FOR OFFICE USE ONLY: Date received: .....

Number of days requested: ..... Number of days previously taken: ..... Total: .....

Authorised days: ..... Unauthorised days: .....

Approved: ..... Headteacher/School Business Manager

**CONFIRMATION – To be returned to the Parent/Guardian**

Name of pupil: ..... Year: .....

I confirm your request for a holiday from ...../...../..... to ...../...../..... (.....days)

Of these ..... are authorised and ..... are unauthorised and will be marked on your child's records as such.

Signed: ..... Headteacher/School business Manager Date: .....