

Long Lane Church of England Primary School Family Holiday Request

Please note that there is no automatic right for pupils to be granted authorised absences for family holidays. Long Lane Church of England Primary School considers every request for holiday leave in relation to the individual pupil's attendance and educational attainment.

Name of Pupil	Date of Birth.....
Class/Tutor Group.....	
Address.....	
Holiday requested from date:..... to date.....	
Reason for term time holiday request...	
Name of Parent /Carer	
Signature	Date

Holiday absences which have not been agreed will be marked as unauthorised absences; these may be referred to the Local Authority for consideration of a Penalty Notice or other action.

For School Use:

UPN.....

Attendance %.....

Previous Holiday Leave this Academic Year	Yes/No* No. of days.....
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Arrange to meet with parent/carer	Yes/No*
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*Delete as appropriate