



BYRCHALL

HIGH SCHOOL

HOLIDAY REQUEST FORM

A request for absence **MUST** be made at least a minimum of six weeks before the trip.
Holidays will only be authorised if there are exceptional circumstances.

PUPIL DETAILS

Name: _____ Date of Birth: _____

Form: _____

Dates of Requested Absence: _____

Reason for absence – i.e. why you are taking a holiday in term time:

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

The Headteacher will only consider authorising leave where there are exceptional circumstances.

The Education (Pupil Registration) (England) Regulations 2006

Holidays taken for the following reason will not be authorised:

- Availability of cheap holiday;
- Availability of the desired accommodation;
- Poor weather experienced in school holiday period;
- Overlap with beginning or end of term.

Office Use

Seen byAgreement

Date

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