



# 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 son/daughter ..... on holiday.

Dates -

From.....to.....

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

.....  
.....

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

Relationship to Child.....

Authorised by..... (Headteacher)

..... (Chair of Governors)

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

**St Nicholas C of E Primary School**

Re: .....(Child's name)

CURRENT ATTENDANCE %
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Further to your recent request for leave of absence.

**Leave of absence authorised** between .....and .....  
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 between .....and ..... will be marked as unauthorised and referred to the Children Missing Education Service who may issue a Penalty Notice .

Signed ..... (Chair of Governors)

Signed..... (Headteacher)

Date:.....