



GEORGETOWN PRIMARY SCHOOL

HOLIDAY REQUEST FORM

Name		Class	
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Reason for Absence	
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From		To		No. of Days	
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Signed: Parent/Guardian		Date	
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Before booking a holiday please consider the following: -

- Parents do not have an automatic right to withdraw pupils from school.
- Holidays taken without consent will be marked as unauthorised and may be referred to the Education Welfare Officer if attendance is low.
- A maximum of 10 days holiday per academic year can be granted, anything over 10 days will be marked as unauthorised.
- Nursery education is not compulsory therefore holidays **will be** authorised however parents are requested to complete a holiday form for safeguarding purposes.

OFFICE USE ONLY			
CURRENT % ATTENDANCE			
Any exceptional reasons low attendance			
AUTHORISED		<input type="checkbox"/>	
UNAUTHORISED		<input type="checkbox"/>	
Signed: Headteacher		Date	