



**GEORGETOWN PRIMARY SCHOOL
HOLIDAY REQUEST FORM**



Pupil Name(s)				Class(es)			
Reason for absence:							
From		To		Number of days			
Signed: (Parent/Guardian)						Date:	

- Parents do not have an automatic right to withdraw pupils for holidays. The school may give consent at its own discretion but this discretion must be used sparingly.
- Holidays taken without consent will be marked as unauthorised and referred to the Education Welfare Department. Holiday request form **must be** submitted at least two weeks prior to absence. **Consent will not be given in retrospect.**
- If your child is off longer than the agreed time, then the extra time off will be marked as unauthorised.
- When arranging holidays parents should take into account the following:
 - the pupil's age (**Year 2 to Year 6 National Literacy & Numeracy Tests and End of Key Stage Assessments May & June**)
 - the overall attendance record of the child
 - is the child capable of catching up the work missed

OFFICE USE ONLY

Attendance 19/20

Attendance 20/21

Authorised

Unauthorised

Reason

- Attendance below 95% in the previous academic year
- Attendance below 95% in this academic year
- Maximum holiday leave already taken
- Less than two weeks prior notice
- Statutory assessment period ie. National Numeracy and Literacy Tests, End of Key Stage Assessment

Signed: (Headteacher)

Date: