Notification of Unauthorised Holiday

As a parent or carer, you should fill in this form if you want to take your child out of school during term time to go on an unauthorised holiday.

After completing the form, please return it to the Headteacher no less than three weeks before the date when you want the period of absence to start.

Amendments to The Education (Pupil Registration)(England) Regulations 2006 make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances; absence for a family holiday will not be considered as such.

Bishop Wood C of E Junior School

(Name of Child) : …….…….. Class : ……

will be absent from school

From: ..... To: ..... (inclusive dates)

Please give reason for absence: ……

……..

I understand that this absence will be marked as unauthorised.

…… ……. ……..
(Signature of Parent/Carer) (Date)