**ENCOURAGE EFFORT CELEBRATE SUCCESS**

Application to take a child out of school during term time

Child’s Name

Class

Date of absence

Number of school days

Reason for absence

From :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To :

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For office use only

**TEACHER’S COPY**

Child’s Name

Holiday Dates

Number of days previously taken

Number of unauthorised days

Number of authorised days

From: To:

Signed

Date

Child’s Name:

**PARENT’S COPY**

You have applied to take your child out of school during term time on the following dates

|  |  |  |
| --- | --- | --- |
| Number of authorised days | Number of unauthorised days | Number of days previously taken |
|  |  |  |