

Elmbridge Junior School - Holiday Request Form

Completed forms should be returned to the office well in advance of the proposed holiday, and before any booking is made.

Permission is requested for the absence of:

Child's Name:	Class number:	
From:	To:	Total number of school days:

Please give details of the special circumstances which require absence from school during term time. **(If this section is not completed permission will be refused.)**

N.B. Any request for holiday absence during the week of SATs Tests for Year 6 will not be authorised.

Signature of Parent or Carer..... Date.....

For completion by office:	% Attendance	<input style="width: 90%;" type="text"/>
	No. Days Authorised	<input style="width: 90%;" type="text"/>

To Parent/Carer of: Class

Thank you for your request for to be absent from school

From:	To:
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- Your request has been granted and will be recorded as an authorised absence.
- Your Request has been declined for the following reason:

(NOTE: If this holiday is taken after being refused, it will be classed as an unauthorised absence and reported to the Education Authority.)