

Hatchford Brook J & I School Family Request for Leave During Term Time

Please note that there is no automatic right for pupils to be granted authorised absences for family holidays. Hatchford Brook School considers every request for holiday leave in relation to the individual pupil's attendance and educational attainment.

Name of Pupil	Date of Birth
	Class
Address	
.....	
.....	
Holiday requested from dateDate Return to school.....	
Total number of school days requested:.....	
Reason for term time holiday request	
.....	
.....	
Name of Parent/Carer	
Signature	Date

Holiday absences which have not been agreed will be marked as unauthorised absences; these may be referred to the Local Authority for consideration of a Penalty Notice or other action.