

HOLIDAY REQUEST FORM

I request permission for my child
to be absent from the Academy from
to inclusive, in order to accompany me
on my annual holiday.

Parent/Guardian Signature

Print Name Date

Contact Number

It is understood that parents try to arrange family holidays to coincide with Academy holidays. The purpose of this form is to cover cases to request absence where this is not possible. It is to be completed by the parent/guardian and forwarded to the Attendance Office prior to the period of absence.

Please note –

Please avoid taking family holidays during exam times.

Holidays exceeding 10 days (holidays previously taken in the current academic year included), and students with less than 90% attendance will **not** be authorised. You will be notified if this should be the case.