



Tonge Moor Primary Academy

HOLIDAY REQUEST



CHILD'S NAME: _____

CLASS: _____

I would like to request permission for my son / daughter *(please delete)* to be absent from the Academy on the following dates:

First day of absence: _____

Last day of absence: _____

Total number of days absent: _____

Reason for Absence: _____

** see notes below*

Parent/Carer Signature: _____

Parent/Carer Name: _____

Date: _____

*** No holiday request will be authorised during term time unless there are exceptional circumstances, examples of which can be found in our Attendance Policy. NOTE - where a pupil has had 10 sessions (equivalent of five days - consecutive or otherwise) of unauthorised absence over the period of two consecutive half terms, a penalty notice will incur and a fine will be considered.**

