

St. Julian's Primary School

Absence/Holiday Request Form



It is the policy of the Governing Body that one period of up to five days absence can be authorised for a holiday during school time, providing that the child's attendance at the end of the academic year is above 97%. All holiday periods will initially be recorded as an **'Unauthorised Absence'**, but will be amended to **'Authorised'** at the end of the academic year providing that an Absence/Holiday Request Form has been submitted prior to the period of absence and the child's attendance from September to July is above 97%. If no holiday form is received or if the child's attendance is below 97% at the end of the academic year, the holiday period will remain as unauthorised and the Education Welfare Service may be notified.

Child's Name:	
Child's Class:	

I wish to take my child out of school for days.

From:		To:	
(Date of first day of absence)		(Date of last day of absence)	

Parent's Name:	
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Reason for absence

If the reason is a holiday, please state why you are taking the holiday during term time:

For Office Use:

Data for pupil as of: JULY			
Attendance (Sep - Jul)	Authorised Abs (Sep - Jul)	Unauthorised Abs (Sep - Jul)	
%	%	%	
Number of Days Authorised on this occasion	No of Days Unauthorised on this occasion	Authorised by:	Date:
Comments/Recommendations:			
Recorded on SIMS by: <input type="text"/> on <input type="text"/>			

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