

Molescroft Primary School Term Time Holiday Request Form



Student Details					
Name		Date of birth		Class	
Address					
Contact Numbers					
Sibling Details (or other children living in the household)					
Name		Date of birth		School	

I request permission for my child to be absent from school: -					
First Day of Absence		Date of Return		Total School Days	
Reason for request					
Parent's contractual conditions (a letter from employer must accompany this application)					
Child or parents rehabilitation of medical/emotional issues (a letter from your GP must accompany this application)					
Emigration investigation. (supply documentary evidence)					
Family wedding, funeral or major family celebration out of the area (supply documentary evidence)					

Declaration					
<i>I have read and understood the information on term time holidays, unauthorised absences and penalty notices and agree to the terms and conditions of the East Riding of Yorkshire Council. I understand the school's policy on term time absence.</i>					
Signed (Parent/Carer)				Date	
For School Use Only					
The school has considered your request for leave of absence and your child's absences will be recorded as follows: -					
Authorised		Unauthorised		Unauthorised absences to date	
Signed:		Position: Head Teacher		Date:	

Original signed and completed forms to be retained with pupil's records.
Copy returned to the parent/carer of the pupil to confirm authorisation or refusal before the intended holiday.

