

West Acton Primary School



Noel Road, Acton, W3 0JL

Parental request for Term Time Holiday

Parents are requested to organise holidays outside school term dates during school holiday periods. The DFEE have advised schools not to authorise holidays during term time. Only in exceptional circumstances can a Headteacher agree to a term time holiday. If you have some special circumstances which require you to request to take your child out of school during term time, please complete this application form and send it to the Headteacher. The school will then contact you about this request.

Pupil Name.....

Year Group..... **Class Teacher(s)**.....

Date start of Holiday.....

Date return to school.....

Purpose of visit / reason for absence.....

Location.....

Work or Educational activities being completed during the visit.....

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Parental signature.....**Date**.....

Headteacher decision regarding authorisation.....

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A copy may be forwarded to the LEA by the school