

Reinwood Infant & Nursery School

HOLIDAY REQUEST

Dear Headteacher

I request permission for my child in class to be absent from school from to inclusive, in order to take a family holiday.

I understand that, before permission can be granted, consideration will be given to:

- The duration of the absence and the time of year
- My child's record of attendance
- The likely impact on my child's education

I understand that, should the absence occur when permission has not been granted, the absence will be recorded as unauthorised and I may be issued with a penalty notice incurring a fine.

I understand that prolonged absence from school can have a detrimental effect on my child's education.

Signed..... Parent/Guardian

Name

Dear Parent

Re: Holiday request

I hereby give/do not give my permission for your childin class to be absent from school fromtoinclusive, in order to take a family holiday.

If I have not given permission for this absence and you wish to discuss the matter further, please do not hesitate to contact me.

Signed **MRS K BUTLER**

HEAD TEACHER