



COVENTRY BLUE COAT CHURCH OF ENGLAND SCHOOL AND MUSIC COLLEGE



Annual Holiday In Term Time Request

Dear Parent

The school recommendation is that you do not take your child out of school for holidays. However in exceptional circumstances I will consider requests. I am not in a position to stop you taking your child/ren on holiday. However if you do take your child/ren on holiday without permission I will not be able to authorise the request. Unauthorised absences are liable to Penalty Notice Fines or prosecution for non-attendance.

Child/ren who are absent for more than 10 days following the expected date of return may be removed from roll and there can be no guarantee of your preferred school place being available on their return

Parents

Name of Child(ren)	1)	2)	Contact details while on holiday Name: Holiday Address: Holiday contact telephone number:
Tutor Group/Class			
Address			
Reason of leave request			
Dates of leave requested	To	From	
Signature of parent(s)/carer(s)			
Print full name			

Employer

I am only able to grant annual leave during the above period for my employee (name).....

Employer Signature Full name

Company's name/address/phone number.....

Office use only

Name of child _____ Tutor group/class _____ Current attendance _____%

Agreement reached

- In this instance I am able to authorise this holiday request for the above period
- I am unable to authorise this holiday
- Further information/meeting required, please contact school

This holiday is not authorised because: -

- Your child's attendance record is below the recommended government guidelines
- Your child has already taken time for an annual holiday
- Of the age and stage of your child's education
- The holiday falls within an examination period
- The new school year has only just begun
- A holiday will cause a detrimental gap in your child's learning
- A holiday will disrupt the continuity of learning for your child
- The reason for your request is not acceptable

Signature _____ Date _____