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| **Request for approval to take children on annual leave in term time** | | |
| This form is to be submitted to the Director for approval | | |
|  | Comments | Director’s comments |
| Name of child/ren |  |  |
| Date of birth |  |  |
| Name of carer |  |  |
| Holiday details |  |  |
| Reason why holiday cannot be taken in term time |  |  |
| Child’s school attendance levels/attainment |  |  |
| Parents view |  |  |
| Schools view |  |  |
| Team manager view |  |  |
| IRO view |  |  |
| Virtual school head view |  |  |
| Decision Approved Not approved | | |
| Rationale  Signed Director of Children’s Services Date | | |