

|  |
| --- |
| **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  |