

# St. Mary of the Angels Catholic Primary School

Headteacher;

Mr. R. Hughes

B.A. Hons, PGCE, NPQH



## Family Holiday Application Form

Parents are reminded that it causes serious disruption to school work and progress if a child is kept off during school term time. Family holidays should be arranged during the school holidays. Pupils do not have an entitlement to time off for holidays during term time.

In exceptional circumstances, school may authorise up to ten days absence. Any additional time will be recorded as unauthorised. Work will not be supplied to pupils who miss school due to family holidays.

Permission must be sought before the holiday is taken, it cannot be granted retrospectively.

**No holidays will be authorised during the month of May, as this is testing and assessment time. In particular, Year 6 children are not permitted to take holidays at this time, due to National SATs.**

Pupils Name \_\_\_\_\_ Year \_\_\_\_\_

I wish to apply for permission to keep my son/daughter away from school for a family holiday:

From \_\_\_\_\_ To \_\_\_\_\_

Number of Days requested

I confirm that this absence is for a family holiday which cannot be taken during the normal school holidays.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian)

Please return this form  
to the Head Teacher for approval before booking your holiday..

|                         |       |
|-------------------------|-------|
| <b>Office use only.</b> |       |
| Days taken to date:     |       |
| Days Authorised:        |       |
| Days unauthorised:      |       |
| Approved by:            | date: |
| Record marked:          | date: |

## Family holiday Application – REPLY Slip

Pupil \_\_\_\_\_ Year \_\_\_\_\_

Holiday Dates \_\_\_\_\_ to \_\_\_\_\_ No. of Days: \_\_\_\_\_

Number of days authorised  Number of days unauthorised

Signed: \_\_\_\_\_ (Head) Date \_\_\_\_\_

Address: Rossall Grove, Little Sutton, Ellesmere Port, Cheshire, CH66 1NN

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