



Application to take a child out of school during term time

Child's Name	
Class	
Date of Absence From/To	
Number of School Days	
Reason for absence	

Teacher's Copy		
Child's name		
Number of authorised days	Number of unauthorised days	Number of days previously taken
Holiday dates		

Parents' Copy		
Child's Name		
You have applied to take your child out of school on the following dates:		
From	To	
Number of authorised days	Number of unauthorised days	Number of days previously taken
Signed		Date