

**Headteacher: Mr Michael John**



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**APPLICATION FOR CHILD'S  
HOLIDAY FROM SCHOOL DURING TERM TIME**

If you wish to take your child on holiday during term time, you must apply for permission in writing using the attached form. All holidays will be noted in the register as unauthorised which will reflect against your child's attendance register unless there are very exceptional circumstances.

Please refer to the schools Attendance Policy, Cumbria County guidance and UK Government Guidance. All can be found on our webpage.

.....(Name of pupil) will be absent from  
school (give details) from ..... to.....  
owing to .....

..... Signature of Parent of Guardian

Date .....

This form should be completed by the parent or guardian and forwarded to the Head Teacher of the School attended by the pupil, as soon as possible before the period of absence.