

**PEAR TREE SCHOOL  
FAMILY HOLIDAY REQUEST**

**Please note that there is no automatic right for pupils to be granted authorised absences for family holidays. Pear Tree School considers every request for holiday leave in relation to the individual pupil's attendance and educational attainment.**

First Day of Absence .....

Last Day of Absence .....

Name (s) of child (ren) ..... Class.....

Please describe the reason for term time holiday request .....

.....

.....

Signed..... Date.....

**Holiday absences which have not been agreed will be marked as unauthorised absences; these may be referred to the Local Authority for consideration of a Penalty Notice or other action. The only variation to the above would be where there are, in the opinion of the Head Teacher 'exceptional circumstances'. (Incl. religious, cultural and medical considerations)**

**I do not authorise absence for any child in the first half of the Autumn Term  
I do not authorise any Year 6 absence before the May final KS2 tests.**

Signed ..... Headteacher

**For school use only**

Attendance % .....

Previous Holiday Leave this Academic Year Yes/No No. of days.....

Arrange to meet with parent/carer Yes/No

Authorisation given  Authorisation not given