



Weavers Lane, Inkpen,
 Hungerford, Berkshire, RG17
 9QE.
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To be completed at least three weeks before the proposed holiday/absence.

Education is a once in a lifetime opportunity.

The DFES has recommended that holidays should not be taken in term time. The DFES recommends that headteachers consider the following points when deciding whether to authorise the holiday request.

- Approval will not be given for pupils with poor attendance records
- Approval will not be given for holidays in SATs week or during examination weeks. Please check with the school for more specific dates for examinations.
- Long weekends and days off should not normally be authorised as term time holiday.

Parent to complete-

Name of Pupil	Class
Purpose of Absence	
Reason for absence during term time	
Proposed start date of absence	Date of Return
Signed.....Parent/Carer	

Headteacher to complete-

Number of Days absence requested	
Percentage of attendance (12 weeks prior to request)	
Has holiday during term time been requested previously and if so when	
Headteachers approval/reason for not approving absence	
Signed.....	Date.....

If the Headteacher approval is not given and the holiday is still taken the absence will be recorded as unauthorised and may be referred to in any references given by school.





Inkpen Primary School

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