

**REQUEST FOR A HOLIDAY IN TERM TIME**

**PLEASE NOTE:**

We would encourage you to avoid taking your child out of school because it disrupts the continuity of their education. Their attendance and progress towards qualifications is affected.

You do not have an automatic right to withdraw your child from school for a holiday and, by law, you must apply for permission in advance.

If we do not agree to your request the absences will be unauthorised. This can lead to a referral to the Education Welfare Service and consideration of a Penalty Notice.

**Pupil name:**

**DOB & year group**

**Address:**

**Parent/carer making the request:**

**Contact number:**

**Start and end date of the planned holiday:**

**Number of days the pupil will be absent from their education:**

**Reasons in support of the request:**

**Signature:**

**Date of request:**

Please send to:

Head of Centre  
AV&E Support Centre Alternative Provision  
Bennerley Avenue  
Cotmanhay  
Ilkeston  
Derby  
DE7 8PF