

Date Valley School

Mitcham Court, Cricket Green, Mitcham, Surrey, CR4 4LB
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Holiday Request Form

Parents who are planning to travel need to obtain permission from the school prior to making arrangements. (i.e.booking their tickets)

A maximum of 10 days leave per academic year may be authorised by the School. The following factors are taken into consideration when deciding whether a holiday request during term time can be authorised:

1. The child's attendance record
2. The potential impact on the child's progress
3. Any time that has already been authorised during the academic year

We understand that exceptional circumstances do arise without notice; such as the ill health of a relative or a death in the family. We will do our best to assist parents in these circumstances.

If your request is refused and the child does not attend the following applies:-

- The child's attendance will be recorded as unauthorised by the school.
- The school will have to inform the Local Authority of the unauthorised attendance.
- A welfare officer from the Local Educational Authority will either visit or write with the reference to the absences.

Please provide the following information:

Name of Child / Children:	
First date of leave from school:	
Date of return to school:	
Reason for holiday request during term time:	

You will be informed of the decision within 5 working days of when this form was submitted into the office.

Please sign below confirming you have understood the above.

Jazakumullahu Khairun.

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Signature.....Name.....Date.....

For office use:

Number of absent days requested:	
Number of previous authorised absences in the current academic year	
Number of previous unauthorised absences in the current academic year	
Holiday request authorised or unauthorised:	
Signed by Principal / Deputy Principal:	
Date:	
Parent informed of decision:	
Date informed:	