



Ambleside Primary School

Minver Crescent
Aspley
Nottingham
NG8 5PN

Telephone: (0115) 900 3610

Fax: (0115) 900 3620

Email:

admin@ambleside.nottingham.sch.uk

www.amblesideprimaryschool.co.uk

Head Teacher – Mrs Karen L. Hannon

HOLIDAY REQUEST FORM

Before completing this form please note the following:-

- Only 10 days (2 weeks) may be taken for a family holiday during school time in any academic year.
- Approval should be sought before a holiday is booked, as permission may not be granted by the school, unless the student's attendance in the previous six months is over 90%.
- Should the child not return to school on the next school day that immediately follows the agreed holiday period then a fixed penalty notice will be issued.
- Approval may not be granted to students in Year 6 who are involved in SAT's examinations.

To be completed by the Parent/Carer

I wish to apply for approval for my child to take a family holiday during school term:

Full Name of Student: _____ Class: _____

Dates of intended holiday: From: _____ To: _____

Signed: _____ Parent/Carer Date: _____

THIS FORM SHOULD BE RETURNED TO THE ATTENDANCE COORDINATOR/SCHOOL OFFICE

Ambleside Primary School

Holiday Request Form Response Slip (To be returned to Parents/Carers)

Name of Student: _____ Class: _____

Dates of intended holiday: From: _____ To: _____

Approval Granted: Approval Refused: (See attached letter)

Reason: _____

The Education Welfare Service will be notified of all unauthorised absences.

Signature of Attendance Coordinator: _____ Date: _____

