



**Broadbottom Church of England Primary School**

**Term Time Holiday Request Form**

(This portion of the form is to be filled in and returned to school office)

Name of child.....

Class.....

First day of proposed absence.....

Return to school date.....

Reason for absence.....

Total days to be absent.....

Signed.....Parent/Carer                      Date.....

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**Authorised/Unauthorised Absence**

(This portion is to be filled in by the Head teacher)

Your holiday request for .....has been accepted/declined.

Signed.....Head teacher

Date.....