

Queen Elizabeth High School  
Ysgol Uwchradd Y Frenhines Elisabeth



APPLICATION FOR ANNUAL HOLIDAY LEAVE OF ABSENCE  
HOLIDAYS IN TERM TIME

Dear Parent/Carer,

Please complete the attached form and return to our Attendance Officer, Mrs. Kelly Yamazaki **at least ten school days** before your intended holiday.

All applications for holidays in term time will be considered on an individual basis.

The maximum number of days holiday which can be taken in term time is 10 DAYS between 1<sup>st</sup> September and 31<sup>st</sup> August in any academic year.

When considering future family holidays in term time I would ask you to consider the following:-

- a) Not to take holidays during term time
- b) The effect the absence from school may have on your child's education and development
- c) Where possible, take family holidays during school holidays

I would also ask you that, on your return from holiday, your child returns to school promptly

Yours Sincerely

Mr. Dave Williams  
Head Teacher

Queen Elizabeth High School  
Ysgol Uwchradd Y Frenhines Elisabeth



Application for leave of absence for annual holiday

I request that ----- (Name of Child)  
Date of Birth ----- be granted leave of absence  
for the period from -----  
to ----- in order to go on annual holiday.

Reasons for taking a term-time holiday: -----

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Signature of Parent/Carer)

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(Date)

Address  
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