



Oaklands School
"The best for all, the best from all"

Holiday Absence Request Form

Please complete and return to the Attendance Officer

Child's Name (First and Surname)			
Date Of Birth			
Tutor Group			
Home Address (Including postcode)			
Parent Contact Number	Home:		
	Work:		
Number of Days Requested Do Not Include Sat or Sun	Days In Total:	From Day/Month/Year	To Day/Month/Year
Reason For Request Any supporting information should be attached to this request			
Has your child had any other request for absence in the current academic year?	Yes / No	If yes please give dates::	
Has your child previously had absence granted during term time?	Yes / No	If Yes please give dates:	

Signed: Parent / Guardian:

Date:

OFFICE USE ONLY	
Permission Granted – Authorised / Declined	Permission Declined
Reason For declining:	
Letter sent to parent	
Signed :	Date: