



HOLIDAY REQUEST FORM

Absence MUST be made at least a minimum of two weeks before the trip.

PUPIL DETAILS

Name(s): _____

Class / Teacher: _____

Dates of Requested Absence: _____

Reason for Absence:

Parent / Guardian Name: _____

Signature: _____ Date of Request: _____

OFFICE USE

- Acknowledgement letter sent to parent
- Online form to SMBC (after holiday)
- SMBC letter received – file in attendance with holiday form