

# REQUEST FOR TIME OFF FROM SCHOOL

At Moor House School & College, we consider that it is necessary for your child to attend as regularly as possible. However, there are occasions when we understand that time off during term time is unavoidable for **exceptional circumstances**.

If you need to take your child out of school or college, please complete this form **prior to making any bookings**. Please also complete this form for all **medical appointments** this can be done as soon as you have been notified of the appointment (Even if it is 6 months in advance). Where possible please make routine medical, dental and orthodontic appointments after school or during holidays.

Please sign below and return for authorisation; the form will then be photocopied, with a copy sent back to you for your records.

<b>Name of Student</b>	
<b>Year Group</b>	

### Date(s) out school:

<b>WHOLE Days:</b>	1 <sup>st</sup> Day off:		Date of Return:	
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<b>PART Days:</b>	<b>Please put the specific times and dates below:</b> This includes if you are returning the night before (Residential Students only)			
	Collection <b>Time:</b>		Collection <b>Date:</b>	
	Return <b>Time:</b>		Return <b>Date:</b>	

<p><b>REASON (please state why this is an exceptional circumstance)</b>  <i>For: ALL MEDICAL (Doctors/Hospital) and DENTAL APPOINTMENTS:                  please attach a copy of the letter/appointment card for reference</i></p>
<p><b>In line with the DfE guidance, holidays during term time can no longer be authorised</b></p>

Signed by: <b>Parents / guardians / carers</b>	
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### FOR OFFICE USE ONLY

<b>Authorised by (SMT)</b>		Reg Mark	
<b>Not Authorised by (SMT)</b>		Reg Mark	
Request for Holidays – % Attendance of Student at the time of request:			
Date request received from parents/ carers			

Date staff contacted for info / confirmation

KG Emailed

On Calendar

Saved in SR

Date:

FROM 01 September 2024