

**CASTLE RUSHEN HIGH SCHOOL**

**REQUEST FOR HOLIDAY LEAVE FROM SCHOOL**

**TO THE PARENT** Please complete the details below in BLOCK CAPITALS:

To: Headteacher, Castle Rushen High School

I wish to request a leave of absence for my child ..... (*name of child*) in Tutor Group..... to go on holiday from ..... (*first day of day of holiday*) to ..... (*last day of holiday*), a total of ..... school days.

Please state if the time off school is to participate in an educational activity e.g. representing the Island in a sporting activity.

Please give details of the holiday for which this request is being made:

.....  
.....  
.....

Name of Parent.....

Address.....

Signed..... Date.....

---

**Tutor Comment/Signature** .....

.....

**HEADTEACHER'S AUTHORISATION**

Request Approved/Not Approved..... (*Headteacher*)

Signed..... Date.....

Total number of days granted so far this academic year\* .....

***\*Request for holiday leave should not exceed 2 weeks in any one academic year***

Please submit forms to Tutor for signature, then return to Reception