**CASTLE RUSHEN HIGH SCHOOL**

**REQUEST FOR HOLIDAY LEAVE FROM SCHOOL**

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

\*Requests for holiday leave should not exceed 10 days in any one academic year.

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 holiday*)*

to ............................... *(last day of holiday),* a total of ……...... school days.

***\*\*Expected attendance during the academic year is 95%***

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

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

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Please note it is the student's responsibility to ensure that all school work/assessments/homework are caught up on and completed for the period of absence.**

Name of Parent.....................................................................................................................................

Address..................................................................................................................................................

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

**Head of Year Comment/Signature** ……………………………………………………………………

………………………………………………………………………………………………….…………...

**HEADTEACHER’S AUTHORISATION**

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

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

Total number of days granted so far this academic year\*........................Attendance to date\*\* ……..……

**Please submit forms to Head of Year for signature, then return to Reception**