



**Barcroft**  
Primary School



Barcroft Primary School  
Barcroft  
Willenhall  
West Midlands  
WV13 1NA  
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**HOLIDAY / LEAVE OF ABSENCE REQUEST    2020/2021**

Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_ Child's % Attendance: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Number of Days Required: \_\_\_\_\_

1<sup>st</sup> Date of Absence: \_\_\_\_\_

Last Date of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:

Discussion with parent regarding holiday policy

Authorised Yes / No

Yes / No

Passed to EWO: Yes / No

Date: \_\_\_\_\_ Staff Name: \_\_\_\_\_

Fixed Penalty Notice Issued: Yes / No