

**PARENTAL HOLIDAY:  
REQUEST FOR AUTHORISED  
ABSENCE**



Name of Child(ren) .....

Address .....

.....

.....

.....

.....

I request that the named child(ren) above can be absent from School from ..... to ..... as a result of my holidays from my employment

Signed: ..... Date: .....

**Key Attendance facts:**

**10 days holiday = 95% attendance in School**

**17 days absence can equate to 1 grade lower at GCSE.**

NB:

1. Please consider the GCSE Examination timetable and Controlled Assessments before booking **any** family holidays. Non attendance of groups of lessons or examinations proper could seriously disadvantage your child.
2. Manor College may **ONLY** authorise 2 weeks absence from school as a result of parental holiday
3. This form should be completed by the parent/guardian prior to the period of absence.
4. If your child is in KS4, you will receive a letter highlighting the work they will miss. Please encourage them to catch up on this work.

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