



# Jurby Community School

School Close, Jurby, Isle of Man, IM7 3BJ

Headteacher: Mr Will Nelson

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## Absence Request Form for Annual Holiday

The staff and Governors place a high priority on regular attendance in school.

With the emphasis on Literacy and Numeracy Strategies, regular attendance is vital to ensure that each area of the curriculum is covered. Long absences from school for holidays means that some part of the curriculum is missed and teachers cannot provide work for children at this time.

The Head Teacher is only able to sanction absence for an annual holiday of 10 school days in any one academic year, after this period of time any further absence has to be recorded as an unauthorised absence. Please fill in the request form below and return it to the school office at least 28 days before the date of any planned absence.

### HOLIDAY REQUEST

Name of pupil(s) ..... Class .....

Address .....

I request permission for my child(ren) to be granted leave of absence for ..... school days starting on ..... (first date not in school).

It is proposed that he/she/they will return to school on ..... (date back in school)

Signed ..... (Parent/Guardian) Date .....

### HOLIDAY REQUEST

I give permission for ..... to be absent for ..... school days to go on holiday.

Signed .....Mr Will Nelson (Head Teacher) Date .....