

## HOLIDAY REQUEST CRITERIA (NOVEMBER 13)

### Factors to be considered:

- Current attendance data for child should be greater than 95%
- The time of year during at which the holiday is to be taken (is NOT during external testing and NOT at the beginning of the school year)
- Length of time requested (ideally no longer than 5 days)

All applications for holiday are to be made in writing to the headteacher and will be considered by the headteacher and members of the governing body. Written confirmation of whether the holiday has been granted or denied will be given within a week of the application being made.