

Holiday request form

Please complete the section below, stating the dates your child will be on holiday. As you are aware, where possible holidays should be taken out with the funded weeks, in accordance with the agreement you signed on receipt of the Free Early learning (FEL) entitlement. However, if this is unavoidable, your contract specifies that a maximum of 4 weeks are allowed in any financial year (April –March).

If you require more than 4 weeks holiday in FEL time, we may have to charge for you for any missed time or you may lose your place, as we will only be funded for the 4 weeks.

Thank you.

| Name of child | Holiday dates from | Date of return to pre-school | Number of sessions absent |
|---------------|--------------------|------------------------------|---------------------------|
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I/We would advise that my/our child/children will be on holiday during the above dates.

.....Parent

.....date