



MC Academy

Student Holiday Request Form

Please complete this form and hand it to the Receptionists at Reception.

If you want to book a holiday, you need to tell the school at least one week BEFORE you want your holiday.

For example:

If you want to go on holiday on 16th March, you need to tell us by 6th March.

M T W TH F S S
 1 2 3 4 5 **6** 7 8
9 10 11 12 13 14 15 = ONE WEEK BEFORE
16 17 18 19 20 21 22
 23 24 25 26 27 28 29
 30 31

Leave can only be taken in blocks of 5 days and must begin at the start of the week on a Monday.

Student Name			
Today's Date			
Start Date		End Date	
Total Number of Days Requested			
Reason for Leave			
Do you need a holiday letter from the school?	Yes	No	
Student Signature			
Agreed	Yes	No	
Signed By (Compliance Officer)			