



Application for leave of absence for your child during term-time

As a parent/care you should complete this form and return it to your child's school before the date when you want the period of absence to start. (A separate application must be completed for each child).

Child's Full Name Date of Birth

Form Year Group

Period of Absence: for days from to (inclusive)

Reason requesting absence (if request is for a family holiday, please explain the special circumstances why this MUST be in term time). Please read the information overleaf before completing this.

Name Relationship to child

Signed Date

Please indicate if your child has siblings in any of our partner schools:

Roecroft Lower Gothic Mede St. Mary's Fairfield Park Etonbury

If other please specify

SECTIONS BELOW TO BE COMPLETED BY SCHOOL STAFF ONLY

SCHOOL ACTION

Current Attendance %

- Previous holidays checked
- Class teacher informed/consulted
- Headteacher to authorise
- Supporting evidence required

Application for leave of absence during term time return slip

To..... parent/carer

Permission has been granted Permission has not been granted for

to be absent from school for days from to (inclusive)

Reasons given (if appropriate)

.....

Signed (Headteacher) Date

Please Note: There is no automatic right to absence for a family holiday. Holiday absences which have not been agreed will be marked as unauthorised and will be referred to the Local Authority for consideration of a Penalty Notice or other action. The Policy is regularly updated and amended to take into account Local Authority and National guidelines.

Please do not book any holiday until the school has been consulted. (PTO)

IMPORTANT CHANGES TO HOLIDAY REQUESTS

Over the last two years we have made important changes to our policy regarding pupils taking time off school for family holidays. These changes are for the benefit of the pupils and aim to minimise the impact of absence during critical times of the school year. There has now been further guidance from the Department for children, schools and families and Bedfordshire County Council which advises that unless special circumstances are identified then term time holidays should not be authorised. Any holidays taken without consultation or school authorisation will by definition be unauthorised.

In view of the guidance received we have agreed, in collaboration with all schools in the Etonbury pyramid, further changes to our policy to ensure common practice across the area. These changes come into effect from September 2008.

The main change is that there will no longer be automatic entitlement for pupils to be absent for holidays during term time. You must provide additional information outlining why the holiday must be in term time, this application will then be considered carefully and only in special circumstances* will it be authorised. Should your application not be authorised and the holiday is taken then the Educational Welfare Service may issue a fixed penalty warning. Any subsequent unauthorised holidays taken whilst your child is at school could then trigger the fixed penalty being issued. Applications for holiday must be made in advance and **only the parent with whom the child normally resides**.

* Special circumstances are defined as:

‘For service personnel and other employees prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil’s education’; and when the family needs to spend more time together to support each other after a ‘crisis’.

The Education (Pupil Registration) (England) Regulations 2006 expect schools not to authorise holidays because of:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holidays periods
- Overlap with the beginning or end of term

We also recommend that holidays are not taken during assessment times (May).

Please support us by avoiding holidays during school term time.