

The Westbury Area Schools Partnership
"Learning with and from each other"



HOLIDAY/ABSENCE REQUEST FORM

Please read the information overleaf before completing this form

Taking your child out of school during term time may harm your child's academic progress

Schools may agree up to five days holiday absence in **special circumstances** with consideration being given to pupil's attendance, attainment and public examinations. Absences may only be authorised at the discretion of the Headteacher. The application must be made by the parent whom the pupil normally resides, in advance of the holiday and a date for the pupil's return agreed.

| | | |
|-------------------------------|--------|---------|
| Name of child(ren): | | |
| Date of Birth: | | |
| Tutor Group: | | |
| Date of first day of absence: | | |
| Date of return: | | |
| Number of days requested: | | |
| Siblings in other schools: | Names: | School: |

The exceptional circumstances/reason for holiday to be taken in term time:

Signed: Date:.....

Parent/Carer.....

For school use:

Attendance % year to date:.....

Total sessions pupil absent this academic year:.....

Total unauthorised absence this year:.....

Request authorised: Yes/No

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REQUEST FOR HOLIDAY OR ABSENCE IN TERM TIME

Time off school for family holidays is not a right. Parents and carers are asked not to book holidays during term time. If you feel it is unavoidable you should complete the form overleaf and return it to school at least three weeks prior to the planned holiday. All information relating to the request must be provided, as evidence provided at a later date will not be considered.

Schools are not required to agree to absence for a holiday during term time. In exceptional circumstances the Headteacher may authorise a request for up to five days in a school year.

The Local Authority would not expect schools to agree holiday leave if:

- The pupil already has poor attendance and the Education Welfare Service is involved.
- The pupil would miss public examinations such as National Curriculum Key Stage 2 and 3 SATS, GCSEs or similar.

The Local Authority does not expect schools to agree holiday leave for the following reasons:-

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

Each request will be considered individually, with the most important consideration being the impact such an absence would have on your child's education.

If the Headteacher refuses the request, and you make the decision to take your child out of school, this will be recorded as an unauthorised absence and will appear in both the school register and on your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Officer.

Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time.

Every Day Counts – Every Lesson Counts

Children should attend school for 190 days each year, every day is important

A child who has ten days holiday misses 50 lessons

They may never catch up with all the work

They may find it hard to cope when they return to school.

If you wish to discuss this further please contact:

Primary schools: The Headteacher.