

Holiday Request

Absence during term-time, as a result of term-time holidays, interrupts continuity of teaching and learning, disrupts the educational progress of individual children and creates disruption in school. All schools are, therefore, required to minimise the amount of time lost to term-time holidays and must actively discourage Parents from arranging family holidays during term-time.

Holidays will only be authorised in exceptional circumstances and school must be satisfied that the circumstances behind the request for a holiday warrant such an absence. Should any child miss school as a result of unauthorised absence the Head Teacher may request that the Local Authority issues a Fixed Penalty Notice.

It will be necessary for Parents to request holiday absence at least 4 weeks before the intended holiday. Parents must make clear, in writing, the exceptional circumstances behind the request for absence. Such exceptional circumstances might include the following:

- A parent, grandparent or other close relative who is seriously/terminally ill and the holiday proposed is likely to be the last such holiday;
- There has recently been a death or significant other trauma in the family and it is felt that an immediate holiday might help the child concerned better deal with the situation;
- The holiday is a unique, one-off, never-to-be-repeated occasion which can only take place at the time requested;
- Work related circumstances.

Only 1 request may be made in any academic year

Holidays will not be granted:

- If a child's attendance record over the previous 20 week period is less than 95% - even if any previous absence was due to unavoidable causes such as illness;
- If the period of leave coincides with the start of term, or is near to, or coincides with, tests, SATs, exams or other significant events in the school calendar.

Your next steps:

If you still intend to request a holiday you **must write a letter to the Head Teacher of your school** requesting the holiday. This letter must contain the following information:

- Date of the request
- Name of child/ren
- Names of any siblings in other schools
- Reason for absence and an explanation of why the Governors should consider the request as an exceptional circumstance
- Date the holiday will commence
- Date your child/ren will return to school
- Your full name and signature