

# REQUEST FOR LEAVE OF ABSENCE OR FAMILY HOLIDAY

## **WHAT THE LAW SAYS:**

Schools are regularly audited to ensure that they are following government guidelines and policies. Schools are not permitted to authorise holiday requests for the following reasons:

- The availability of cheap holidays or accommodation
- The weather at a particular time of year
- The holiday happens to overlap the start or end of a school term – this is particularly disruptive to your child's education at the start of the school year in September
- The holiday exceeds 10 school days in length (unless there are exceptional circumstances, in which case, please make an appointment to see the Headteacher)

## **WHAT THE HEADTEACHER WILL DO:**

In deciding whether to authorise a request for leave of absence or family holiday, the Headteacher will consider:

1. Your child's current attendance record
2. The time of the school year
3. Individual reasons for the holiday request

## **PLEASE REMEMBER:**

- The Academy strongly recommends that you avoid important test dates i.e. May & June.
- Absence from school can be very disruptive to your child's education.
- Time off for holidays is not an automatic right.
- It is advisable to give 7 days' notice in order for your request to be processed by the school office prior to the start of your absence.
- We would anticipate that there will be very few requests for leave of absence in term time which will be exceptional and therefore most requests for leave of absence will be declined and therefore marked as unauthorised.

## **PRESCHOOL CHILDREN**

- Absence requests for Preschool children will all be authorised.
- We just need the information for our records and so we don't try to contact you while you are away to find out where your child is.
- Please be aware of the rules above for when your child starts full time education

Please complete the form overleaf.

### ABSENCE/HOLIDAY REQUEST – PARENT TO COMPLETE

<b>NAME OF CHILD</b>		<b>CLASS</b>	
<b>NAME OF CHILD</b>		<b>CLASS</b>	
<b>SIBLINGS:</b> If you have any other children that you are also requesting Leave of Absence for who attend a different school please complete the details so we can liaise with that school.			
<b>NAME OF CHILD</b>		<b>CLASS</b>	
<b>SCHOOL</b>			
<b>NAME OF CHILD</b>		<b>CLASS</b>	
<b>SCHOOL</b>			
<b>HOME ADDRESS</b>			
<b>FIRST DAY OF ABSENCE</b>		<b>LAST DAY</b>	
		<b>TOTAL NUMBER OF DAYS</b>	
<b>Reason:</b> Please include extra details or attach a letter to explain your exceptional circumstances. If your request is due to an employer's restrictions please attached a confirmation letter from your employer explaining exactly why you are unable to take holidays during any of the school holidays			
<b>LETTER FROM EMPLOYER ATTACHED</b>		<b>YES</b>	<b>NO</b>
<b>SIGNATURE OF PARENT</b>		<b>DATE</b>	

<b>ADMIN CHECK:</b>			
<b>ATTENDANCE RECORD %</b>		<b>SIGNIFICANT EVENTS</b>	
<b>NO OF DAYS PREVIOUSLY REQUESTED</b>		<b>CLASS TRIPS</b>	
<b>ENTERED ON SPREADSHEET</b>		<b>PARENTPAY REPLY</b>	
<b>HEADTEACHER AUTHORISATION:</b>			
<b>AUTHORISED</b>		<b>UNAUTHORISED</b>	
<b>HEADTEACHER SIGNATURE</b>		<b>DATE</b>	