



Annual Family Holiday – Request for pupil absence in Term Time

HOLIDAYS DURING TERM TIME ARE NOT PERMITTED UNLESS THERE ARE EXCEPTIONAL CIRCUMSTANCES

Please ensure that you read all the notes overleaf before completing this form which should be used only for requesting absence for an Annual Family Holiday.

Name of pupil: Tutor Group:Year.....

Dates requested from: to (inclusive)

Total number of school days missed:

Explanation of why the Family Holiday **must** be taken during term time:

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Address.....

.....Postcode.....

Signed: Date:
(Parent / Carer)

Your request is approved and the absence, as requested above, is **authorised**.

Your request is not approved, and if your son is absent this will be recorded as **unauthorised**.

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Signed: Date:
(Headteacher or on behalf of)

- N.B.**
- **Absence from school for Years 7 & 8 (Key Stage 3) applying for a family holiday, or an extended trip abroad, can be authorised only by the school. Absence for a holiday of more than two weeks will not be granted, unless there are exceptional circumstances acceptable to the school.**
 - **Absence not approved by the school in writing and in advance will be recorded as 'unauthorised'.**
 - **Absence from school for Years 9, 10 & 11 (Key Stage 4) will not be authorised. Please see the notes overleaf.**

For Office Use Only	Attendance %		Date Entered		AUTHORISED	
	Attendance Category		Key Stage 3 or 4		Copy to Community Leader	

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- If your request is approved then the absence as set out above is duly **authorised**. It is an expectation that the Pupil will catch up with all work missed during this absence.
 - If your request is not approved and the pupil is absent as proposed above, it will be recorded as **unauthorised**. Please see additional notes for further clarification.

Absence for Holiday on Exceptional Grounds

Additional Notes

1. Parents do not have an automatic right to take a child from school for holiday purposes. Permission must be obtained in advance and will be categorised into following sections;
 - a. Green: Pupils whose attendance falls between 100% and 95%
 - b. Amber: attendance between 94.9% and 90% - to be monitored
 - c. Red: attendance below 89.9% - source for concern/action
2. At Key Stage 3:
 - a. Pupils in the Green category: holiday requests will be authorised
 - b. Pupils in the Amber category: each individual case will be considered on merit
 - c. Pupils in the Red category: holiday requests will not be authorised
3. At Key Stage 4, because of the importance we place on this Key Stage of pupils' education, no holiday requests will be authorised.
4. Holidays should be planned to avoid or at least minimise disruption of your child's education.
5. School holiday dates are known and published well in advance and parents can readily check with the school, usually more than a year ahead, to ensure that family holidays are planned to be within school holiday periods. Other key dates of term time activities are issued at the start of the academic year and termly dates also appear in Progress Diaries.
6. If authorised absence of more than two weeks is requested, full details of the holiday/trip and the family's circumstances must be submitted in writing in advance. The absence must be for a genuine holiday; a trip to work in a family business is not permissible. Parents must also state why they consider it essential for the child to take such time off school.
7. If a child is kept away for longer than the period agreed, the additional time will normally be treated as unauthorised. Similarly, if a child is taken away without prior written permission, this will be recorded as unauthorised absence.
8. If a holiday of more than two weeks during term time is being planned, please contact the school to discuss the most appropriate time of year with regard to the child's continuity of education.
9. If absence for more than two weeks is authorised, the school reserves the right to require a set level of study during the holiday and/or the completion of assignments.
10. This form must be submitted to the Headteacher **at least one school week in advance** of the first date of the absence requested.
11. If absence is unavoidable due to constraints placed by an employer, these will be taken into account when accompanied by documentation from the employer.
12. **Unauthorised absence equates with truancy** and can lead to a visit from the school's Education Welfare Officer.

These arrangements are made in accordance with the Education (Schools and Further Education) Regulations 1981 and guidance issued by the Department of Education "SCHOOL ATTENDANCE: POLICY AND PRACTICE ON CATEGORISATION OF ABSENCE".