



Dear Parent/Carer

REQUEST FOR TERM TIME HOLIDAY LEAVE

To be completed at least three weeks before the proposed holiday

Research undertaken by the Department of Education shows that holidays taken in term time have a serious negative effect on a student's progress and achievement. Parents should therefore avoid absenting their child from school for a holiday in term time.

Government guidance states that only Head Teachers are able to authorise absence from school, but this should only be in **exceptional circumstances**. A holiday in term time is therefore not a right and is rarely granted. It is understood, however, that there are occasions when a situation occurs, outside the family control, when a holiday will be requested. In such situations holidays up to five days' duration may be authorised.

The student is responsible for catching up work missed through holidays. Parents are expected to ensure this work is completed.

When a holiday is taken and the Head Teacher has not authorised the absence, it will be marked in the register as an '*unauthorised absence*'. Such unauthorised holiday absence may result in a Fixed Penalty Fine which, if not paid, could result in a prosecution for failing to ensure a child's regular attendance at school. Fixed Penalty Fines are issued per parent per child.

Parent to complete:

Name of pupil:	Tutor:
Purpose of absence:	
Reason for absence during term time:	
Proposed start date of absence:	Date of return:
Signed:	Date:

Office to complete:

Number of days' absence requested:	
Percentage of attendance YTD	
Has holiday during term time been requested previously? If so, when?	
Headteacher's approval/reason for not approving absence	
Signed:	Date: