

School Name: Sandringham Primary School

Application for Authorisation of Absence for Holidays in Term Time

(Please read the notes overleaf before completing this form)

Name of Pupil	Class

Parent(s) Full Name	Date of Birth	Address

Date of first day of holiday	
Date of last day of holiday	
Return to school date	
Name of adult accompanying pupil(s)	Relationship to pupil

Reason for the request

Signature:

Office Use Only:

Has a holiday been taken in term time before?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
Is this the only holiday to be taken during this Academic year	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

Authorised

Not Authorised

FPN

Signature:

Print Name: Mr C Metcalfe

Date:

Application for Authorisation of Absence For A Holiday in Term Time.

Every school day counts towards your child's future. Days off school add up to lost learning. In total there are 175 non-school days a year. This gives families the opportunity to:

spend time together
go on family visits
go on holiday
go on days out
attend routine appointments

The law says that parents do not have the right to take their child out of school for holidays during term time except in exceptional circumstances. If you take your child on holiday during term-time without the school's authorisation this will be recorded as unauthorised absence and may result in a Fixed Penalty Notice being issued.

Our Policy

We do not authorise holidays during term-time other than in exceptional circumstances. We do still ask though that parents apply for holidays in advance using a Holiday Request Form. Applications for authorisation due to exceptional circumstances will be considered on a case by case basis. Where holidays are taken, staff will not usually provide pupils with additional work, although possible activities could include hearing your child read and finding out about the place you are visiting.

Why shouldn't I take my child on holiday during term time?

Many parents and carers think it is okay to go on holiday during term time, but this has a negative affect on their children's learning and ability to achieve. If your child goes on holiday during term time, this affects their attendance:

- 10 days absence = 95% attendance
- 19 days absence = 90% attendance
- 29 days absence = 85% attendance
- 38 days absence = 80% attendance
- 47 days absence = 75% attendance

Children with over 90 per cent attendance are more likely to gain five or more A-C GCSEs or equivalent qualifications.

How do I request leave of absence for a family holiday?

All requests should be made on an Application for Leave of Absence for Annual Holiday which is available from your child's school. You should also submit any evidence to support your exceptional circumstances (see below). This should be submitted no later than 21 days before the start of the holiday.

Will the school authorise taking my child away during term-time?

The legislation for authorising absence in term time states that holidays will not be authorised 'except in exceptional circumstances'. The headteacher will consider your request and respond to your request on a case by case basis.

What happens if the head teacher does not agree my request?

Your child's absence will be marked as unauthorised absence and you will be informed of this. If you take your child on holiday your child's school may request the Local Authority issue a Fixed Penalty Notice. The penalty is £60 per parent per pupil and if not paid within 21 days this will increase to £120. Failure to pay the full amount within 28 days will result in a summons to appear in the Magistrates Court on the grounds that you have failed to ensure your child's regular attendance at school.

