

LYDEARD ST LAWRENCE COMMUNITY PRIMARY SCHOOL

Request For A Holiday In Term Time

Parent Form

IMPORTANT: Please read carefully the information overleaf.

NB: If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence** and noted on your child's attendance record.

To the headteacher

.....School/College

I wish to apply for:

Name	Class
1
2
3

to be authorised as being absent from school from to.....
inclusive for the purpose of my annual family holiday at (specify location)
for the reason given below.

Special circumstances why this holiday needs to be taken in term time (holiday requests totalling 10 days or less in a school year) OR Exceptional circumstances (holiday requests totalling over 10 days in a school year):

Signature Parent/Carer Date

Please return this form to school well in advance of your proposed holiday.

LYDEARD ST LAWRENCE COMMUNITY PRIMARY SCHOOL

Lydeard St Lawrence, Taunton, Somerset TA4 3SF

Head Teacher: Mrs Gill Stripp

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Dear Parent or Guardian,

Term Time Holiday Requests

You will already know that the Government, the LA, and therefore Headteachers are determined to make attendance in schools as high as possible. This is important because high attendance and success at school go hand in hand. The law does not say that pupils have a right to take an authorised leave of absence from school for holidays during term time. However parents can ask a school to authorise absence for this purpose.

In making the decision to authorise or not authorise the request, on the basis of 'special circumstances' for holidays totalling 10 days or less in a school year, the Headteacher will consider carefully the following questions:

- The purpose of the holiday?
- Are there compassionate grounds? (e.g. family wedding, funeral)
- Has the child been excluded during the course of the year?
- What will be the effect of the timing of the holiday on the child's education? (e.g. beginning of school year, run up to tests or exams, age of the child and National Curriculum year)
- Is the pupil taking part in an educational activity? (e.g. county or national sporting event)
- Any holidays already taken in the school year
- The length of the proposed leave and the child's ability to catch up the work missed
- The child's educational and welfare needs
- The child's general absence/attendance record
- Whether a suitable (i.e. in holiday time) alternative date could be arranged

In making the decision to authorise or not authorise the request, on the basis of 'exceptional circumstances' for holidays totalling over 10 days in a school year, the Headteacher will consider carefully the following:

- Forces Personnel who are on leave from a foreign posting
- Parents who have significant employment restrictions (the school may ask for evidence from the employer)
- Significant family events or circumstances

Yours sincerely

Gill Stripp
Head Teacher