

HOLIDAY REQUESTS

Over the last two years we have made important changes to our policy regarding pupils taking time off school for family holidays. These changes are for the benefit of the pupils and aim to minimise the impact of absence during critical times of the school year. There has now been further guidance from the Department for Children, Schools and Families and Bedfordshire County Council which advises that unless exceptional circumstances are identified then term time holidays should not be authorised. Any holidays taken without consultation or school authorisation will by definition be unauthorised.

In view of the guidance received we have agreed, in collaboration with all schools in the Harlington pyramid, further changes to our policy to ensure common practice across the area. These changes came into effect from September 2007.

The main change is that there will no longer be an automatic entitlement for pupils to be absent for holidays during term time. You must provide additional information outlining why the holiday must be in term time; this application will then be considered carefully and only in exceptional circumstances* will it be authorised. Should your application not be authorised and the holiday is taken then the Education Welfare Service may issue a fixed penalty warning. Any subsequent unauthorised holidays taken whilst your child is at school could then trigger the fixed penalty being issued. Any application for holiday must be made 6 weeks in advance, and **only by the parent with whom the child normally resides**.

* Exceptional circumstances are defined as:

'For service personnel and other employees prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education'; and when the family needs to spend more time together to support each other after a 'crisis'.

The Education (Pupil Registration) (England) Regulations 2006 expect schools not to authorise holidays because of:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday periods
- Overlap with the beginning or end of term.

Please support us by avoiding holidays during school time.



Application for leave of absence for your child during term-time

As a parent/carer you should complete this form and return it to your child's school AT LEAST SIX (6) WEEKS before the date when you want the period of absence to start. (A separate application must be completed for each child)

Child's Full Name:..... Date of Birth.....

Form..... Year Group.....

Period of Absence: for..... days from to (inclusive)

Reason requesting absence (if request is for a family holiday, please explain the exceptional circumstances why it MUST be in term time)

Name:..... Relationship to child:.....

Signed:..... Date:.....

Please indicate if your child has siblings in any of our feeder schools:

- | | | |
|---|---|--|
| <input type="checkbox"/> Chalton Lower | <input type="checkbox"/> Pulloxhill Lower | <input type="checkbox"/> Sundon Lower |
| <input type="checkbox"/> Eversholt Lower | <input type="checkbox"/> Ramsey Manor | <input type="checkbox"/> Westoning Lower |
| <input type="checkbox"/> Greenfield Lower | <input type="checkbox"/> Silsoe Lower | <input type="checkbox"/> Arnold Middle |
| <input type="checkbox"/> Harlington Lower | <input type="checkbox"/> St Georges | <input type="checkbox"/> Parkfields Middle |

If other please specify.....

SECTIONS BELOW TO BE COMPLETED BY SCHOOL STAFF ONLY

SCHOOL ACTION

Current Attendance%

- Previous holidays checked
- Form/Class teacher informed/consulted
- Deputy Headteacher to authorise
- Supporting evidence required

Application for leave of absence during term time return slip

To:..... parent/carer

Permission has / has not been granted for.....

to be absent from school for..... days fromto..... (inclusive)

Reasons given (if appropriate)

Signed:.....(Deputy Headteacher) Date:.....

Please Note: There is no automatic right to absence for a family holiday. Holiday absences which have not been agreed will be marked as unauthorised and will be referred to the Local Authority for consideration of a Penalty Notice or other action. The Policy is regularly updated and amended to take into account Local Authority and National guidelines.

Please do not book any holiday until the school has been consulted. (PTO)

