

### APPLICATION FOR TERM TIME HOLIDAY

Students attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. We expect all parents/guardians to ensure that their children attend school whenever possible. Absence due to holidays, taken during term time, could hinder academic attainment. The school's policy allows holidays for a maximum of 10 school days leave of absence, **at the discretion of the Headteacher, where there are exceptional reasons why the holiday cannot be taken in the school**

If you wish to apply for your child to be absent from school, please complete this form and return it to the school **at least 10 school days prior to the intended departure and before you book the holiday**. Thank you.

#### TO BE COMPLETED BY THE PARENT:

**IF YOUR REQUEST IS FOR MORE THAN ONE STUDENT AT THIS SCHOOL PLEASE MAKE CLEAR ON THIS FORM.**

Name of student			Form:
Address:	Parent's Name (this must be the parent with whom the student normally resides)		
Please make clear the exceptional reasons why the holiday cannot be taken during the school holidays? (see reverse)			
Do you have other children at another school that will also be requesting this absence? Name: _____ School: _____			
Length of Absence applied for (number of school days)	Date of Departure:	/	/200
	Date due back to school:	/	/200
Destination:			Parent/Guardian signature

#### TO BE COMPLETED BY THE SCHOOL:

Date application received:		
Exams during time requested:		
Approved: <b>YES/NO</b>	No. of school days approved:	
Signed:		

I am sorry I have had to refuse your holiday application because:

The reason for the request is not exceptional circumstances	
Your child does not have a good enough attendance record	
This absence is for more than ten days in a school year	
A total of more than 10 days have been requested in the school year	
This absence request is during an assessment period	
You have not given a reason/explanation why this is exceptional circumstances	

Please return this form to The Headteacher **at least 10 school days before the proposed holiday**

Schools are only open for 38 of the 52 weeks of a year. We believe that the 14 weeks of holiday give sufficient flexibility to book holidays without taking students out of school.

#### Holidays will only be authorised where

- The student's attendance is good (normally 95% or higher)
- There are exceptional reasons why the holiday cannot be taken during the school holidays

The reasons I may authorise a holiday in term time are:

The parent/s' work only allows holidays at fixed times (I may need evidence from an employer to support this)  
Exceptional family events (I am likely only to authorise these once or twice in a child's school career not every year)

The kinds of reasons holidays **cannot** be authorised such as:

- Because the holiday is cheaper,
- We cannot afford the holiday in term time,
- We can only afford to go at that time,
- It is the only times the accommodation is available,
- Because we are going to a wedding abroad,
- To visit relatives,
- It was a last minute bargain,
- We are going to a festival or a concert,
- A friend/relative has invited us on holiday.

It is unlikely that a holiday will be authorised more than once in a student's school career.

**Please note, if your son/daughter has exams during the period of absence you are requesting your absence will not be authorised. If you do not know when your son/daughter's exams are please contact the Exams Officer – on 01473 466108. Please be aware that some students take exams in years 9 and 10 and outside of the normal exam season, usually in November and January.**