

## HOLIDAYS

### Request for authorisation of absence for holiday

Each school year many parents find they are unable to take their holiday during the normal school holiday times due to exceptional circumstances and need to request that children are granted leave in accordance with the arrangements made by the school Governing Body. The Governors at Wombwell Park Street Primary School have agreed to sanction an absence of up to 10 school days in any one school year, providing that the criteria for exceptional circumstances are met.

Parents should be aware of the potential harm that could be caused by school absence, particularly at key points of the school year such as the first few weeks of the Autumn term and during assessment periods.

Applications will not be considered under any circumstances

- During the first half term of a new academic year.
- Any time between February and May for children in years 2 and 6 due to revision work for the National Tests (SATS) held in May.

Your child's attendance at the time of application has to be 94% or above and must not fall below this prior to the holiday being taken. If you would like to know your child's attendance percentage at any time, please contact the school office.

Leave of absence for up to 10 days will only be granted in exceptional circumstances outside the times stated above.

The following considerations will apply:

- Where a medical condition applies, full details and reasons should be given supported by a doctor's letter
- Where holiday periods are prescribed by the employer and are non-negotiable. In this case a signed letter from the employer should be handed in with the holiday request form stating the specific holiday dates given and the reason why it cannot be changed.
- The nature of the holiday (such as a family wedding in Australia, for example.)

Unauthorised holidays will be passed onto the LEA. The LEA may then issue a fixed penalty notice of £50 per child. An information leaflet "Holidays in Term Time" giving full details can be obtained from the school office. Please note that during the academic year 2008-2009 a total of 14 fixed penalty offences were referred to the LEA (23 the previous year).

An application form must be completed for each holiday request and handed into the school office for consideration. You will receive a response within one week of submitting your application. Mrs. Hitchens, our parent support advisor (PSA) is available should you require any further support.

**Request for authorisation of absence through parental holiday**

Name of Parent: \_\_\_\_\_

Name of child: \_\_\_\_\_

Class \_\_\_\_\_

First day of absence: \_\_\_\_\_

Last day of absence: \_\_\_\_\_

Reason why family holiday cannot be taken during allocated school holiday periods:

**(please tick where appropriate)**

A medical condition applies and I attach details supported by a doctor's letter where appropriate.

Due to restrictions placed on me by my employer, I can only take set holidays that fall during term time. I attach a signed letter from my employer to support this.

The nature of our holiday is exceptional and I attach a letter to give further details for consideration.

If you feel that your circumstances may qualify as 'exceptional' and this is not covered above, please give details below and we will contact you to discuss your application further.

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Signed \_\_\_\_\_

Date \_\_\_\_\_

Wombwell Park Street Primary School

# School Holiday Policy

