

**REQUEST TO TAKE A SCHOOL CHILD ON HOLIDAY DURING TERM TIME**

**Please remember**

Absence from school can seriously disrupt your child’s continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

Name of student ..... Tutor Group .....

First day of absence ..... Last day of absence.....

This holiday must be in term time because .....  
.....  
.....

Signed ..... (Parent/guardian)

Relationship to Child .....

This form must be completed and returned to Eaton Bank School no less than two weeks before planned absence.

**While absence may be granted it is entirely the school’s responsibility to make this decision**

Please complete the form and return it to student services. Please refer to the Eaton Bank School website for ‘Directgov’ guidelines

**EATON BANK SCHOOL – HOLIDAY REQUEST FORM**

Dear parent/guardian,

Re ..... (Child’s name)

	Current Attendance %
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Further to your recent request for leave of absence

**Leave of absence authorised** between ..... and .....  
Please ensure that your child returns to school promptly following your holiday as failure to do so can result in their removal from school roll.

**Leave of absence refused.** Any absence from school between ..... and ..... will be marked as unauthorised and referred to the Education Welfare Service who may issue a Penalty Notice of up to £100 (Section 444(A) of the Education Act 1996)

Signed ..... (Assistant Head teacher) Date .....

S Mountfield

Holidays during term time – what the law says

**You should not normally take your child on holiday in term time – it can be disruptive both to your child’s learning and to the school. Schools will only consider holidays in term time where both:**

- The application is made to the Assistant Head Teacher in advance of the holiday by a parent/guardian the child normally lives with.
- There are special reasons for needing to take the holiday, like the inflexibility of parent’s holiday leave

Applications should be made as far in advance of the holiday as possible and you should speak to the school before you book. Schools will only agree to more than 10 school days of absence in any school year in exceptional circumstances.

### **How do schools consider term time holiday requests?**

Schools will judge each holiday request individually, taking into consideration:

- The time of year for the proposed trip
- If it’s close to any exam dates
- Your child’s overall attendance record
- Any holidays already taken in the school year
- The age and stage of education of your child
- The reason why you are taking the time off during term time

While absence may be granted for a holiday during term time, it is entirely the school’s decision and is not a parental right.

### **Penalty notices for unauthorised absence**

You could be issued with a penalty notice if your child is absent from school without permission. Penalty notices can be issued by:

- Local councils
- Head teachers (including deputy and assistant heads authorised by them)
- The police

This can include parents who take their children on holiday during term time without getting authorisation from the school. The penalty is £50, rising to £100 if not paid within 28 days. If you fail to pay a penalty fine within 42 days you will be prosecuted.

([www.direct.gov.uk](http://www.direct.gov.uk))