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**REQUEST FOR HOLIDAY/LEAVE OF ABSENCE FORM**

Dear Parent/Carer

The Department for Education allows a Principal (or a person who the school’s proprietor has authorised to do so) the discretion to consider authorising a holiday in term time only in “exceptional circumstances”. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government ‘does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.’ Any absence from school will disrupt your child’s learning.

If you consider that your request for a holiday is exceptional, you will need to complete the form on the reverse of this notification. A response will be given as soon as possible. If the holiday request is not considered an exceptional circumstance and you nevertheless take your child out of school for the holiday, the absence will be recorded as unauthorised.

**In the case of an unauthorised absence, the Government have introduced a national threshold by which the Local Authority will be notified of the holiday taken and a Penalty Notice issued. The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice (for example, to the same parent for the same child within 3 years of the first offence), is charged at a flat rate of £160 and is payable within 28 days. There is no reduced sum available in this instance.**

**In our LA, where a student’s attendance has met the national threshold for a third time within 3 years, and the parent(s) have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and fine of up to £2,500.**

All holiday requests must be completed on the form overleaf; letters will not be accepted. This should be returned to the school at least **4 weeks** before the start of the holiday.

In considering the decision whether to authorise the following will be taken into account:

* Reasons given for the holiday
* The time of the year/term
* Whether your child will miss any preparation for tests/examinations
* Whether your child will miss any tests/examinations
* Your child’s previous attendance /punctuality

I hope you will support our efforts to ensure attendance and raise attainment.

Yours sincerely



Adam Harewood

Vice-Principal

**HOLIDAY/LEAVE OF ABSENCE FORM**

The parent/carer with whom the child normally resides must make the application. Please attach additional sheets if necessary.

Surname of child: …………………………………………………………………………………….

First Name of child: ……………………………………………………………….………………….

Date of Birth: ………………………….……………… Form/Class: ………………………………

Surname of parent/carer: ……………………………………………………………………………

First name: …………………………………………………………………………………………….

Relationship to child: ……………………………………………………………………………….

Home address: .…………………………………………………………………….……… ……….

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Postcode: ………………………… Telephone number: ……………………………………….

Please provide information regarding the exceptional circumstances supporting this application for leave:

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Length of absence (number of school days): …………………………………………………….

Destination (if applicable): ………………………………………………………………...………..

Date of departure: …………………..…… Date due back in school: ………..………………

Emergency UK telephone contact name and number:

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Other emergency contact details, if leave is outside the UK:

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**School Use ONLY:** Staff Initials:………….

Leave request approved? Yes/No How many days leave have been requested?..............

Parent(s) informed of potential consequences of taking unauthorised leave Yes/No

Parent(s) informed of potential consequences of failure to return on due date? Yes/No