

Term Time Holiday Request Form

Attached is an application form for you to request permission for your child to be absent from school to take part in a family holiday. Before completing the application form, please read these notes carefully:

- The law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.
- If you wish to take your child on holiday during term time, you must apply for permission in writing using the attached form. Permission for authorised leave of absence may be only in very rare and exceptional circumstances.
- There are certain times of the year when a child may experience problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. A list of dates is shared at the start of each academic year and reminders given on the School Newsletters.
- You will need to consider the lessons your child will miss, the difficulty your child will have in catching up, the effect it will have on your child's friendship groups and the effect it will have on how well your child performs in school. In addition, your child may already be completing interventions to support learning and missing these sessions may reduce the benefit and progress of this specialised support.
- You may consider that a holiday will be educational but your child will still miss out on the teaching that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement for your child and other students in the class.
- To protect teachers and school staff from additional 'workload' caused by holidays, we will not provide additional work for your child to complete whilst they are away.
- Changes have been made to the fines issued by the Local Authority in relation to Unauthorised absences. Any child missing more than 10 sessions (5 school days) could be fined up to £160 per pupil, per parent, or face prosecution. More information can be found on our school website, Cumberland Council Website and DfE attendance documents.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on holiday during term time then please complete the application attached. This form should be returned to school as far in advance of the proposed holiday as possible.

Many thanks,



APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil's Name(s): _____

Class(es): _____

Home Address: _____

I wish to apply for my child(ren) to be absent from school during the following dates:

Date of Last day at School: _____

Date of Return to School: _____

Total number of school days missed: _____

Reasons for absence from school: _____

I make application for my child(ren) named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application: _____

Signed: _____ Date: _____

PLEASE RETURN COMPLETED APPLICATION FORMS TO SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE.

You will receive an email or letter from the Headteacher to let you know the outcome of the request within 2 weeks.



