

CANON LEE SCHOOL

HOLIDAY REQUEST FORM

Application for Authorised Absence of a Pupil for an annual Holiday during Term Time Education (Pupil Registration) Regulations 1995.

Please read notes on reverse before completing this form

Name of Pupil: _____ Form: _____

Address: _____

I wish to apply for leave of absence from school:

From ____/____/____ To ____/____/____ (the actual days out of school)

(Please outline below the circumstances which require that the holiday is taken in term time)

TO ENABLE MY CHILD TO PARTAKE IN AN ANNUAL FAMILY HOLIDAY, I ENCLOSE A COPY OF THE APPROPRIATE BOOKING FORM.

Signed: _____ Date: _____

This form must be completed by the Parent or Carer and forwarded to the Headteacher at least **7 days** before the first date of proposed absence.

In accordance with Education Regulations 1981 (regulation 2) a pupil may be granted leave of absence from school for an annual holiday of not more than 10 days in certain circumstances.

If your application for holiday is not authorized by school, but you still take your son/daughter out of school you should be aware that the Education Welfare Officer may decide to prosecute.

Office Use Only

Booking form:	
Bromcom:	
Permission Y/N:	

HOLIDAYS

Dear Parent/Carer

Thank you for requesting a holiday form.

Holidays during term time are only authorised in exceptional circumstances and if your son/daughter's attendance is good.

We will take the following factors into consideration when deciding to authorise a school holiday:

- Percentage attendance of the year so far and previous years.
- If the holiday is less than 10 days.
- If there are special circumstances which require holidays to be taken in term time.

In order to consider your request I would be grateful if you could outline the reasons why you wish to take your family holiday in term time, the school is bound by law to ask for an explanation. May I thank you for your cooperation.

Yours sincerely

K Deadman
Headteacher

NOTES:

Absence from school can be very disruptive to your child's education. It not only interrupts their progress but can also distract other students in the class.

This is particularly so in the months of September (when children are settling down) and during assessment and examination times. External exams cannot be re-taken and exam boards will not make any allowances for absence due to holidays.

Schools do not have to agree to authorise absence for a holiday and cannot legally authorise more than 10 school days absence in a school year (September to July).

Government regulations state that **at least 7 working days** notice should be given when requesting authorised absence for your child.

Holiday leave will not be granted for any Year 11 student due to GCSE examinations.

Holiday leave will not be granted for any Year 10 student during external GCSE examinations and for any Year 9 students during their SATS examinations.