

**Holiday in term time request**

Section A

To be completed by the Parent/Guardian at least 2 weeks in advance.

|  |  |
| --- | --- |
| Name of Child/Children: | Class or Teacher |
| 1. |  |
| 2. |  |

Holiday dates: (including possibility of late flight arrivals if possible

From: to (last day of absence)

Destination

(NB – This is for child protection reasons ensuring all our children are safeguarded)

**Reason for taking holiday during term time:**

……………………………………………………………………………………………

……………………………………………………………………………………………

……………………………………………………………………………………………

**Declaration:**

I understand that this holiday request may be authorised or not authorised and the Head Teacher will use his/her discretion in making the decision based on my child’s circumstances. If the Head Teacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead ESWTM which will be determined in line with the schools attendance policy. (Please ask for a copy at school or the schools website)

Parent/Guardian Name

Parent/Guardian Signature Date: …………

Section B – OFFICE USE

To be completed by the Head Teacher within at least 1 week from the request.

Reasons for refusal to authorise absence

Reasons for authorising

The Head Teacher has authorised/unauthorised (\* delete) the following holiday request for the reasons specified above.

Please see attached attendance registration certificate.

Signed

|  |  |
| --- | --- |
| **Green** | 100% Not missing any lessons. |
| 99% Missing about 10 lessons.  |
| 98% Missing about 20 lessons.  |
| 97% Missing about 30 lessons.  |
| **Amber** | 96% Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons. |
| 95% Missing about 2 weeks of school. |
| 93% Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose. |
| **Red** | 92% and below Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances. |

**Child’s current attendance:** ……………………………….