



## Gravenhurst Academy Holiday form

Application for leave of absence for a school pupil for an annual holiday

### Important information for parents/carers

- There is no automatic right to absence for a family holiday. Authorisation will depend on current attendance record and other criteria set out in the school's "Attendance Policy" attached
- Request for leave should be submitted to the school no less than 6 weeks prior to the start of the holiday
- Authorisation during SATs and in the first term of any new school placement is not likely to be granted
- Any requests for extended leave, i.e. more than 10 days in any academic year, will result in an interview with the Head Teacher. Only in exceptional circumstances will such leave be authorised.

I wish to apply for leave of absence from school to be granted to:

Name of child ..... Class .....

Date of proposed absence: from ..... To .....

Reason for proposed absence

Total days in this application


Total days taken previously this academic year

Signature of Parent/Carer ..... Date .....

Print Name.....

### For school use

Timetable checked?  
Previous holiday checked?  
Head teacher to authorise

Permission **has/has not** been granted for leave of absence from school

for .....Days from ..... to .....

Reason given (if appropriate)

Signed Principal

Date

## HOLIDAY REQUESTS

Over the last two years we have made important changes to our policy regarding pupils taking time off school for family holidays. These changes are for the benefit of the pupils and aim to minimise the impact of absence during critical times of the school year. There has now been further guidance from the Department for Children, Schools and Families and Bedfordshire County Council which advises that unless exceptional circumstances are identified then term time holidays should not be authorised. Any holidays taken without consultation or school authorisation will by definition be unauthorised.

In view of the guidance received we have agreed, in collaboration with all schools in the Harlington pyramid, further changes to our policy to ensure common practice across the area. These changes came into effect from September 2007.

The main change is that there will no longer be an automatic entitlement for pupils to be absent for holidays during term time. You must provide additional information outlining why the holiday must be in term time; this application will then be considered carefully and only in exceptional circumstances\* will it be authorised. Should your application not be authorised and the holiday is taken then the Education Welfare Service may issue a fixed penalty warning. Any subsequent unauthorised holidays taken whilst your child is at school could then trigger the fixed penalty being issued. Any application for holiday must be made 6 weeks in advance, and **only by the parent with whom the child normally resides**.

\* Exceptional circumstances are defined as:

'For service personnel and other employees prevented from taking holidays outside term time if the holiday will have minimal disruption to the pupil's education'; and when the family needs to spend more time together to support each other after a 'crisis'.

The Education (Pupil Registration) (England) Regulations 2006 expect schools not to authorise holidays because of:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday periods
- Overlap with the beginning or end of term.

Please support us by avoiding holidays during school time.