OSSETT ACADEMY

CREATING OPPORTUNITIES. ACHIEVING EXCELLENCE.

REQUESTS FOR A HOLIDAY IN TERM TIME

NOTICE TO PARENTS/CARERS

Dear Parents/Carers

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will still miss out on the teaching that their classmates will receive during your holiday. Children returning from a term time holiday 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 of other students in the class. This is something we all have a responsibility to avoid.

The Department for Education allows a Head Teacher the discretion to consider authorising a holiday in term time only in "exceptional circumstances". 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 sent to you as soon as possible. If the holiday is not considered to be 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 holiday the Local Authority will be notified of the holiday taken and a Penalty Notice will be issued. Please note that such a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 per parent per child which increases to £120 if not paid within the first 21 days. Thereafter if the Penalty remains unpaid this may result in legal action.

All holiday requests must be completed on the attached form, 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 record;

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

Yours sincerely

Alan Warboys Principal

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

If you consider you have to take a holiday in term time, and that you have exceptional circumstances, please complete this form and return to the school at least 4 weeks before the date you wish to remove your child from school.

Pupil Name ..... Form .....

Home Address .....

Postcode .....

First day of absence ..... Date of return to school .....

Total number of school days missed .....

Reasons for absence .....

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I understand that if the absence request is unauthorised the Local Authority will be notified of the holiday taken and a Penalty Notice will be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay, this may result in legal action.

Name of Parent/Carer making application .....

Parents Date of Birth .....

Signed ..... Dated .....

(Please ensure you are giving at least 4 weeks' notice of the proposed absence)

✂ ----------

Pupil Name ..... Form .....

☐ AUTHORISED: Your request has been authorised for the following dates:

___ / ___ / ___ to ___ / ___ / ___

☐ UNAUTHORISED: Your request for a leave of absence during term time has not been authorised because:

(NB – if you proceed to take the holiday this will result in a Penalty Notice being issued)

Signed ..... Principal Date ___ / ___ / ___