

## **Holiday requests during Term Time**

**A reminder to all parents that all holidays taken within school time will be unauthorised. We ask all parents to be mindful that taking a pupil on leave during term time interrupts teaching and learning and will disrupt a child's educational progress.**

### **LEAVE OF ABSENCE PROCEDURES**

Parent/carers must follow school procedures when requesting leave of absence for their child:

- Requests should be made at least 4 school weeks in advance of the proposed absence, by completing a 'Leave of Absence' request form, explaining why the leave is essential and the reasons why it needs to take place during term time with supporting documentation. This form is available from the school office.
- If the leave of absence is for a holiday, school will require supporting documentation e.g. written travel documentation / flight tickets before a 'leave of absence' request can be considered. Please note that parents/carers do not have an entitlement to take their child on holiday during term time.
- You will receive written confirmation confirming whether the leave of absence request has been granted or whether the leave of absence request has been declined and therefore any absence linked to this will be unauthorised.
- If parents/carers take their children on any unauthorised holiday, or unauthorised leave, school reserves the right to refuse to authorise any further absences for the remainder of the year without medical evidence and the pupil's attendance will be subject to additional monitoring.

If we believe you are on holiday and you have not filled in a leave of absence, our normal attendance procedures of communicating with you daily will take place. School will request a Penalty Notice be issued if we believe you are on holiday.

### **Examples of leave of absence requests which DO NOT count as exceptional circumstances (this is not an exhaustive list):**

- Availability of cheaper holidays
- Availability of desired accommodation
- Poor weather experienced in school holidays
- Overlap with beginning or end of term
- Booked the wrong dates by mistake or without checking
- Booked by another family member
- Attending a family wedding
- Family birthdays
- Availability of time off work
- Day trips
- Holidays taken without following school procedure