



REQUEST FOR A CHILD TO BE ABSENT DURING TERM TIME

(Please read the notes on the back of this form before you fill it in and fill in the entire form, including section C)

Section A

Child/ren's Name.....

Class/es.....

First Day of absence from school

Last Day of absence from school

Total number of days absent

Is this a family holiday? YES/NO

Has a holiday been planned in term time because a parent/carer's job is affected? YES/NO

Name of parent or carer whose job affects when you go on holiday

Job title and Name and Address of employer:

Section B

Please use the space below to explain why it is difficult for you to take time off work during school holidays or attach your terms of employment. If no jobs are affected, please explain why you are planning your holiday during term time.

If this is not a holiday please explain the reason for requesting a term time absence in the box below

Include any information you would like us to consider:

Notes on family holidays

Planning your holiday We publish the dates of school terms well ahead on our website and on the noticeboard to help you plan your holidays. Please check that it does not clash with the school term when you book your holiday.

The value of regular attendance Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school.

Your legal responsibilities You have a legal duty to make sure your child attends school regularly and punctually. The school and the Local Authority monitor your child’s attendance and will take action if it is poor.

Absence for a family holiday The government recommends that head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher’s discretion. The head teacher will not normally give permission for more than ten days’ absence for a family holiday in any school year except in exceptional circumstances.

Applying for absence because of a family holiday If you have to take your family holiday during school term, please fill in the form overleaf and return it to school at least one week before the holiday. Please do not assume that you will automatically get permission for the absence because you have filled in the form. Please wait to hear if the head teacher agrees to your request.

Warning If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2500, a prison sentence of up to three months or both. Alternatively a penalty notice may be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice may result in court action. The EWS may apply for Education Supervision Orders in the Family Proceedings Court and these are usually granted in cases that are clearly non-school attendance. However, an application for an Education Supervision Order may be refused if there are concerns about the child’s behaviour that are not totally about education.

In these circumstances the Court may direct Social Services to investigate a child’s circumstances under Article 56 of the Children (NI) Order 2005.

Section C

I have read the notes of Family Holidays.

The information I have given on this form is correct.

Signature Date

- Leave of absence authorised between.....and.....
- Leave of absence refused.

Signed..... (Head teacher) Date.....