



Holiday Request 2020/2021 – Additional Information now required

'The Foreign, Commonwealth & Development Office (FCDO) currently advises British nationals against all but essential international travel. Travel to some countries and territories is currently exempted.'

This is the above guidance issued by the Government in regard to foreign travel at this time.

We therefore require some additional details before your absence request can be considered. Please answer the questions below with as much detail as possible.

Destination/s:
Mode of transport (If travelling by road, please include details of all countries you will be travelling through)
Is your current destination currently subject to quarantine arrangement?
Are you aware of the implications of sudden changes to government rules regarding the need to quarantine and the impact that this may have on your child's education?
Are you aware of the school's 'Home Learning Policy' regarding the provision of work when a child is required to quarantine following foreign travel?



ABSENCE REQUEST FORM

NOTES TO PARENTS/CARERS

The law does not grant parents an automatic right to take their child out of school during term time. For an exceptional circumstances absence request you must have parental responsibility and be the parent with whom the child normally lives. Permission must be sought in advance. If you do not have parental responsibility and/or normally live with the child you must seek the consent of the parent who does and that person should complete this form. Schools will only consider requests from that parent.

When deciding whether to allow term time leave, for any reason, the school will only consider exceptional circumstances.

WARNING: If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence** and this may make you liable to a fine.

TO THE HEADTEACHER OF ST PHILIP'S RC PRIMARY SCHOOL

I wish to apply for
NAME[S] OF CHILD[REN] _____ CLASS _____

_____ CLASS _____

_____ CLASS _____

to be authorised as being absent from school from _____ to _____ inclusive

REASON FOR REQUEST FOR ABSENCE DURING TERM TIME:

THESE ARE EXCEPTIONAL CIRCUMSTANCES WHICH MEAN THAT THE ABSENCE CANNOT BE TAKEN DURING A SCHOOL HOLIDAY.

Signature of Parent/Carer _____ Date _____

- AUTHORISED** The School agrees to your child being absent from school on the specified dates.
- NOT AUTHORISED** The School does not agree to your child being absent from school on the specified dates.

NB If leave is taken without it being authorised , School is required to report the absence to the LA who may issue a Penalty Notice –please see **PENALTY NOTICE** leaflet

SIGNED..... Head Teacher

Date

Please read overleaf

HOLIDAYS IN TERM-TIME

IMPORTANT: Please read carefully the information below.

WARNING: If you take your child on holiday in term time without the prior approval of the school, you may be liable for a minimum of £60 Penalty Notice per child.

As a parent/carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays.

If your child's attendance falls below 95%, a meeting may be arranged with the school nurse and the education welfare officer in order to discuss your child's health etc.

THE FACTS

We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term-time leave for their child. However, it is important that parents carefully consider the implications of taking their child out of school during term time.

Research suggests that children who are taken out of school may never catch up on the course work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.

Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.

If the school refuses a request for term-time leave and the child is still taken out of school, this will be recorded as **unauthorised absence** and you may receive a fine per parent for each child.

THE LAW

The law does not say that parents have an automatic right to take their child out of school during term-time.

However, in exceptional circumstances school may authorise, in advance, requests for periods of leave of no more than ten days in total in any year.

If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.

If the child is away from school for a total of four weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.

Other absence from school will be authorised if it is for the following reasons:

- Genuine illness
- Unavoidable medical / dental appointments (but try to make these after school if at all possible)
- Days of religious observance
- Exceptional circumstances, such as bereavement
- Seeing a parent who is on leave from the armed forces
- External examinations
- When Traveller children go on the road with their parents

Other absence from school will not be authorised:

- For any type of shopping
- Looking after brothers, sisters or unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives
- Cheap holidays

We hope that when you have read this leaflet you will consider that your child's education is too important to take holidays during term time.