

AIMS

The Northamptonshire Schools are working together with the Local Authority Education Welfare Officer to ensure that attendance levels don't fall below a certain threshold. Schools are continually concerned at the amount of requests for leave at certain times of the year and how this can potentially detract from a child's education.

THE LAW

The law says that parents and carers do not have the right to take their child out of school for holidays in term time. However, in exceptional circumstances, schools can allow them to take their child out of school, on one occasion, for up to 10 days in a school year.

If you take a holiday without the school's permission or if your child fails to return by the agreed date, this will be recorded as unauthorised absence and noted on your child's records. If your child has not returned within 10 days of the expected date of return, the school may take your child off the school roll.

The school may also ask the Education Welfare Service to consider issuing a Penalty Notice. If you do not pay a Penalty Notice, you will be prosecuted in court.

SCHOOL

The school Governors have agreed these procedures on granting term-time holidays and all applications will be tracked as children move between schools.

- The time of year when you want to go on holiday
- Your child's attendance record
- How long the holiday will be and how much it will disrupt your child's education
- Previous similar requests.

REGULATIONS

Regulation 63

The 2006 regulations state that the school should only grant leave of absence due to the exceptional circumstances relating to the application:

- For service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education: and
- When a family needs to spend time to support each other during or after a crisis.

Guidance states that holidays taken for the following reasons should not be authorised:

- Availability of cheap holidays
- Availability of the desired accommodation
- Poor weather experienced in school holiday period; and
- Overlap with beginning of term.

I have read and understood the requirements of this document.

APPLICATION FOR LEAVE OF ABSENCE

As a parent or carer, you should fill in this form if you want to take your child out of school during term-time to go on annual holiday.

After completing the form, please return it to your Headteacher not less than two weeks before the date when you want the period of absence to start.

Parent/carer action

I wish to apply for permission for(name of child)

Class Alfred Street Junior School

to be absent from school from to (inclusive)

in order to accompany me on holiday or for another reason - please give details:

.....

Signed (Parent/carer) Date

AUTHORISATION

School action

- Previous holidays checked
- % of attendance
- Class teacher informed/consulted
- Headteacher, to authorise

To Parent/carer

Name has/has not* been granted permission to be absent from school for number days for the purpose of an annual holiday:

From to(inclusive)

Signed (Headteacher) Date

HOLIDAYS
IN
TERM TIME

PARENTS OR CARERS

Before placing a request with the school, parents or carers applying for leave of absence are asked to read and sign this document.



WORKING TOGETHER TO IMPROVE
ATTENDANCE AT
ALFRED STREET JUNIOR SCHOOL