



# Holidays & Other Absences

**We would just like to send out a few reminders and clarification about school attendance procedures and in particular requests for holiday absences, following recent changes in the government's position on term time holidays.**

- School should be notified of any absence by 11am on the same day
- Either phone the school on 015242 71275 and press option 1 to leave a message
- Or e-mail school using this address: [studentabsence@queenelizabeth.cumbria.sch.uk](mailto:studentabsence@queenelizabeth.cumbria.sch.uk)
- This should be followed up by a letter on the day of return.

Although we endeavour to be as reasonable as possible about term time holidays at QES, parents do not have an entitlement nationally to take their child on holiday during term time.

Any application for leave can only be considered in exceptional circumstances by schools and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

We have been advised that the cost of holidays and work rotas of parents can no longer be considered exceptional reasons. As parents can be fined for taking their child on holiday during term time without consent from school, we are keen for our parents to avoid finding themselves in this position by following the procedure outlined below.

If there are exceptional reasons for the holiday, we can, as an Academy, authorise up to 10 days in any one school year, provided the child's attendance is otherwise excellent and appropriate reasons are provided.

If there are exceptional reasons for you taking your child out of school in term time, please complete the **Holiday Absence Request Form on page 2 of this document** and return to Mrs Carol Dennett in the office before you book and at least 2 weeks prior to the event. This is to enable your request to be considered against the criteria set by the government and, if it is authorised, to allow pupils time to collect any work that will be missed.

Increasingly, we are receiving a lot of last minute requests for leave and also requests for holiday absence after they have taken place, which we are therefore unable to authorise. We will also not be able to authorise any holidays during exam time and if you have any doubt about dates, please contact the school office who will advise you of these before booking your holiday.

We would be grateful for your support and understanding in these matters and thank you in advance for your help.

Hayley Gray (Assistant Headteacher)  
Carol Dennett (Attendance Officer)



## Queen Elizabeth School - Holiday Absence Request Form

There has been a recent change in the government's position on holidays during term time. Parents have no entitlement to take their child on holiday during the school term and can be fined for doing so without authorisation. At QES, we have always endeavoured to be as reasonable as possible where term time holidays are concerned, and, if there are exceptional reasons for the holiday, can authorise up to 10 days holiday in any one year, provided the child's attendance is otherwise excellent and that this holiday form has been completed at least 2 weeks prior to the event and that there are appropriate exceptional reasons for the absence. You are strongly advised to [apply for leave of absence by completing this form and returning to Mrs Gray, Assistant Headteacher, for consideration and authorisation BEFORE confirming your holiday arrangements.](#)

Parent/Guardian requesting leave \_\_\_\_\_

Daytime contact number \_\_\_\_\_

Pupil name (1) \_\_\_\_\_ Form \_\_\_\_\_

Pupil name (2) \_\_\_\_\_ Form \_\_\_\_\_

Pupil name (3) \_\_\_\_\_ Form \_\_\_\_\_

First day and date of absence \_\_\_\_\_

Last day and date of absence \_\_\_\_\_

Total number of days required (cannot exceed 10 days in the school year) \_\_\_\_\_

Date request made (must be at least 2 weeks prior to the holiday) \_\_\_\_\_

I have checked that this holiday does not coincide with any exam period

Reason for absence: Please list the special circumstances which warrant a term time holiday (please note the cost of a holiday or work rotas of parents can no longer be considered as exceptional circumstances)

Signed \_\_\_\_\_ Date \_\_\_\_\_

**School Office Use**

Current Attendance percentage \_\_\_\_\_ @ \_\_\_\_\_ date

Number of days Holiday already authorised in 2013/2014 \_\_\_\_\_

Leave of absence is approved (the absence will be recorded as authorised)

Leave of absence is NOT approved (the absence will be recorded as 'unauthorised')

Reason: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Date \_\_\_\_\_

Mrs Hayley Gray  
**Assistant Headteacher**

Circulation route: HOY/ ALW/ Pupil File