



## REQUEST FOR LEAVE OF ABSENCE FROM SECONDARY SCHOOL DURING TERM TIME

Education is a once in a lifetime opportunity and the DCSF has recommended that holidays should not be taken in term time.

This school follows Government guidance when deciding whether to authorise holidays during term time. The DCSF guidance states:

*“Under the Education (Pupil Registration) Regulations 2006, head teachers are able to authorise absence for the purpose of family holidays during term time. Save in exceptional circumstances a parent shall not be granted more than ten school days leave of absence in any school year. It is for head teachers to determine if the request is reasonable. Each request can only be judged on a case by case basis and we expect that head teachers will use their discretion sparingly. Head teachers should not fetter their discretion by applying policies (for example, blanket bans) which prevent assessment of each application on its individual merits.”*

Holidays in term time have a serious detrimental impact on a student's education and can be damaging to an individual's development in school and educational chances.

Holidays in term time are not a right and should not automatically be granted.

- Approval will not be given for holidays during SATs week or examination weeks in Years 10, 12 and at any time during Years 11 and 13. Parents should check for information on such dates.
- Long weekends and 'odd' days off should not normally be authorised as term time holiday.
- Approval will not be given for holidays which are taken due to availability of cheap holidays or desired accommodation
- Poor weather experienced in school holiday periods
- Overlap with the beginning or end of term
- The attendance of a pupil for the 12 school week period prior to the request being received.

**Any absence taken where a request has been refused by the Headteacher, the absence will be recorded as “Unauthorised Absence”. Such unauthorised holiday absence may result in a fixed penalty fine and legal action through a Magistrate's court. Fixed Penalty Fines are issued per parent per child.**

You are advised not to make any booking before ascertaining if the proposed holiday can be authorised.

If you feel your application for a holiday falls within the exceptional circumstances criteria please complete the attached form and return to Mr David Bromfield, Headteacher.

## REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

To be completed at least one month before the proposed leave of absence.

Name of Student:	Tutor Group:
Purpose of Absence:	
Reason for absence during term time:	
Proposed start date of absence:	Date of return to School:
Reason why it is not possible to take holiday other than in term time:	
What study arrangements will be made for the student whilst they are absent?	
Are there siblings at another West Berkshire School? YES/NO If so, which school is it?	

Signed: \_\_\_\_\_ (Parent/Guardian)

Date: \_\_\_\_\_

### School to complete:

Number of days absence requested:	
Percentage attendance:	
Has holiday during term time been requested previously and if so, when and how many days:	
Holiday leave is:	APPROVED/NOT APPROVED
Reason:	
Date Parent/Guardian Informed of decision:	

Signed \_\_\_\_\_ (Headteacher)

Date \_\_\_\_\_