

Term Time Holiday Request Form

School -					
Student Details					
Name		Date of birth		Form	
Address					
Contact Numbers					
Sibling Details (or other children living in the household)					
Name		Date of birth		School	

I request permission for my child to be absent from school: -					
First Day of Absence		Date of Return		Total School Days	
Reason for request					
Parent's contractual conditions (a letter from employer must accompany this application)					
Child or parents rehabilitation of medical/emotional issues (a letter from your GP must accompany this application)					
Emigration investigation					
Family wedding or funeral out of the area					

Declaration	
<i>I have read and understood the information on term time holidays, unauthorised absences and penalty notices and agree to the terms and conditions of the East Riding of Yorkshire Council.</i>	
Signed (Parent/Carer)	Date

For School Use Only				
The school has considered your request for leave of absence and your child's absences will be recorded as follows: -				
Authorised		Unauthorised		Unauthorised absences to date
Signed:		Position:		Date:

*Original signed and completed forms to be retained with pupil's records.
Copy returned to the parent/carer of the pupil to confirm authorisation or refusal before the intended holiday.*

Term Time Holidays

Information for Parents

You are required under the Education Act (1996) to ensure your child attends school regularly. There is, however, a discretionary power held by headteachers to authorise absence in extenuating circumstances for up to 10 days in an academic year between September and July. This may include term time holidays, but this is **not an entitlement**. The headteacher will only authorise holidays during term time in accordance with the East Riding Behaviour & Attendance Partnership 'Term Time Holiday Policy'. Headteachers will not authorise absences if they believe it is to the detriment of a child's education.

Your request for your child's absence from school to be authorised must fall in to one of the following categories-

1. Where you have to take holidays at a time specified by your employer.
2. Where a holiday abroad is recommended as part of your, or your child's, rehabilitation from a medical or emotional issue.
3. Where you are considering emigration and wish to visit the country as part of your consideration.
4. To attend a wedding or funeral of a close member of the family that is taking place out of the area.

Evidence would be required in each case.

The partnership has agreed that holidays will not, **under any circumstances** (including those mentioned above), be authorised at the following times-

1. The first six weeks of any academic year (for all pupils).
2. Year six transition day (for pupils in that year group).
3. Year six SATs week (for pupils in that year group).
4. Year nine options time (for pupils in that year group).
5. At any time during years 10 & 11 (for pupils in these year groups).
6. At any time specified by the school (this will be communicated to parents by each school).

If your request is approved, you are required to ensure your child catches up on any missed school work. This is your responsibility and school are not obliged to provide work for your child to complete.

Any excessive family holiday or any unauthorised leave of absence will be recorded as unauthorised by the school on your child's records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court

Penalty Notices

With the implementation of the Anti Social Behaviour Act (2003) the local authority has statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or where an explanation has not been provided by the parent or carer.

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post direct to the home of a parent/carers after possibly just one warning, or in the case of absences without acceptable cause, without warning. This includes pupils caught on truancy sweeps, **excessive or unauthorised family holidays** and persistent late arrival after the close of registration.

If you believe at any stage that your child's absence from school may leave you liable for prosecution or a penalty notice, it is important you take action without delay to secure their regular attendance.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve improvement, then please contact your school to discuss this.

Further advice and support can also be made available to you through the education welfare service.

Contact

Education Welfare Service, Room FF20, County Hall, Beverley, East Riding of Yorkshire, HU17 9BA
education.welfare@eastriding.gov.uk (01482) 392146

We advise that you do not book a holiday until you have submitted a 'Term Time Holiday Request Form' and received confirmation from the Headteacher that they are able, in line with the 'East Riding of Yorkshire's Behaviour and Attendance Partnership Policy for Term Time Holidays', to authorise the request.