

West Swindon Cluster Schools

Holiday Request Form

Although holidays during school time are not recommended, parents do have the right to request up to 10 days per school year for the family holiday. More than 10 days cannot be authorised under normal circumstances.

To ensure that this time off school is treated as an authorised absence and not an unauthorised absence the following request form must be completed and agreed by the Head Teacher.

Unauthorised absence is deemed as truancy, even if sanctioned by the parent.

Child's name _____

Class _____ Year group _____

Requested holiday date:

	To	
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Reason for requesting holiday during term time:

Number of school days child will be absent from school days

Signed _____ parent/carer

(To be completed by the Head Teacher)

Child's attendance rates to the end of last week %

Number of days absence for holidays this year

Holiday request: Authorised

Unauthorised

Comments (if appropriate)

Signed _____ Head Teacher

West Swindon Cluster Schools
SCHOOL ATTENDANCE

INFORMATION FOR PARENTS

Are you planning to take a family holiday or an extended trip overseas during term time?

Are you aware of the potential impact on your child's education?

PLEASE THINK CAREFULLY

We have no wish to deprive families of their well-earned annual break but we need to raise parental awareness of the following issues:

- In the law you must ask in advance for permission for your child to miss school (it is not simply enough to tell the school they are going away)
- Parents can request a term time absence of up to 10 days each school year, but it is at the discretion of the Head Teacher as to whether it is approved or not, based on current attendance pattern of the child, nature and purpose of the trip, duration etc
- We recognise that it is often expensive to take holidays 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 this action

You should consider the following:

- Arrange family holidays and extended trips to coincide with school holidays where possible
- If you do have to go in term time, limit any absence from school to two weeks or less
- Avoid times prior to or when there are important examinations or assessments or in the first weeks of a new term (check with the school first)
- Always ask the school well in advance for permission
- Prior notification helps your teacher plan carefully for the absence