



# Hanwell Fields Community School

## Application for leave of absence for a school pupil for an annual family holiday

Some parents arrange family holidays during term time, which leads to problems for all concerned:

- Your child's education suffers;
- Lessons and extra curricula activities are missed;
- Continuity of project work is lost;
- The class is generally disrupted; other pupils suffer as a result;
- You may be in breach of your legal obligation to send your child to school.
- Extra provision bought in by the school for pupils with SEN is a wasted resource.

There is a common misconception that any pupil is allowed to take 10 days holiday per academic year in term time. This is not strictly true. Parents are entitled to ask for leave of absence of up to 10 school days for an annual family holiday, and this may be authorised by the school. Only in exceptional circumstances can any more than 10 days be granted. The Department for Educational and Skills expects us to actively discourage all holidays in term time. (School Attendance - Policy and Practice on Categorisation of Absence, Circular 10/99)

### Important Information for Parents/Carers

- There is no automatic right to absence for a family holiday. Authorisation will depend on current attendance record. All schools within the Banbury Partnership have agreed that no pupil with less than 95% attendance over the previous 12 months will be granted authorised absence for holiday.
- Request for leave of absence should be sent to the school no less than 4 weeks prior to the start of the holiday.
- Authorisation during SATs (April-May) and in the first term of any new school year is **not** likely to be granted.
- Any request for extended leave, i.e. more than 10 school days, will result in an interview with the Headteacher

I wish to apply for leave of absence from school to be granted to:

Name of child: ..... Class .....

Date of proposed absence: From ..... To: .....(inclusive)

(please note this must be 4 weeks in advance of request)

Reason for proposed absence:.....

Total days requested on this occasion:

Current attendance record:

Signature of Parent / Carer: .....

.....

To: Parent/Carer of: ..... Class .....

Date of proposed absence: .....

Current attendance record:.....%

Authorised? Y/N : ..... Date: .....  
(Headteacher)