



APPLICATION FOR ANNUAL HOLIDAY LEAVE FROM SCHOOL

FOR PUPILS AGED 5 AND ABOVE

As parents, you have a legal responsibility to ensure your child regularly attends school. ***This responsibly is also set out in the Home-School Agreement, the school's rules and the school's attendance policy (all of these documents are available on the school's website and copies are available to collect from the school's main office).*** Holidays should be taken during the school holiday period. During the academic year, pupils are at school for 190 days and at home for 175 days. In order for our children to fully utilise their years in education, we believe it is vital that every message they receive reinforces the importance of school. Holidays in term time interrupt continuity of teaching and learning, disrupt the educational progress of individual children and create disruption to classes.

The school and its Governors fully understand that on occasions ***exceptional circumstances*** may arise that require children to miss school sessions. If the request is deemed to be exceptional circumstances, leave will be authorised. It is down to the school and Mr Proctor

Please complete and return this form if you want to ask Mr Proctor to authorise a leave of absence during term time. You must ask well in advance and you are strongly advised to request leave of absence before you confirm your holiday arrangements. Under no circumstances will absences for family holidays in term time be authorised after they have happened.

If you take your child out of school without the approval of the school for a period of 10 sessions (equivalent to 5 whole days) within a 10 week period, you will be liable to receive a Penalty Notice for failing to ensure your child's regular school attendance. ***Each parent will be liable to receive a Penalty Notice for each child who is absent.*** The Penalty Notice is for £60 (per parent for each child who is recorded as absent) if paid within 21 days and £120 if paid after 21 days, but within 28 days. Failure to pay the Penalty Notice will result in you being served with a summons to appear at the Magistrates Court.

If the absence exceeds 20 days, your child's name will be removed from the school roll and you will have to reapply for a place upon your return.

At Hadleigh Infants and Nursery School, we fully recognise the importance of family holidays and activities, but believe these opportunities must be provided as well as school, not instead of. These trips and activities should be arranged during the 13 weeks holiday that your child has from school.

**Annual Holiday is classed as any one period of between
1 to 10 days in each academic year**

Name of Child(ren):	
Class:	DOB:
Name of person requesting leave:	Relationship to child:
Full address and postcode:	Telephone Number:

Date of First Day of Absence:

Date of Return:

Number of Days Requested off school:

Reason for leave –

Please detail the full names of other children attending school:	Name of school:

Signed :

Dated:

Your application will be considered by the Head Teacher in accordance with the school's policy on absences. A reply will be returned to you within 5 working days which will outline the school's stance on your application.