



HOLIDAYS IN TERM TIME REQUEST FORM - (Information to Parents)

I would like to apply to the Head Teacher for permission for my child/ren to be absent from School for a family holiday. I understand that under the current regulations children are allowed up to 10 days authorised absence at the Head Teachers discretion. I accept that my child's attendance figures will be affected by taking holiday during the school year. If you go ahead and take 10 days the absence will be recorded as unauthorised and you will be contacted by the Education Welfare Services.

I would like to apply for days authorised absence from school during the following dates:

NAME OF CHILD/REN.....CLASS.....

1st day of absence: Day_____ Date_____

Will return to school: Day_____ Date_____

My reason for seeking support for this request is:

Remember you must consult with the school before a holiday is booked or taken.

I agree to have read all information on this form and the supporting leaflet

Signed (Parent/Guardian)..... Date.....

The Facts - The Education Welfare Service recognises that it is often expensive to take a holiday during school breaks, and that is why some parents may ask for leave during term-time for their child. However it is important that parents consider the implications of taking their child out of school during term time. Research suggests that children who are taken out of school may not be able to "catch up" on course work that they have missed. This may affect the test results and can be particularly harmful if the child is studying for final year exams. Children who normally struggle with English or Mathematics may find it even more difficult when they return, while younger children may experience difficulties renewing friendships with their classmates.

THE LAW - The law states that parents do not have the right to take their child out of school for holidays, during term-time. In exceptional circumstances the head teacher can authorise leave of up to ten days in any one school year. If a child stays away from school after this authorised period, the school register may be marked as an unauthorised absence. This will remain on the child's record. From September 2004 parents will be issued with penalty notice fines for such unauthorised absences.

The National Average - The national average of a child's attendance is 95% many children are falling below this average due to authorised absences taken for holidays.

THE DECISION

In making the decision whether to grant term-time leave for a child, the Head Teacher will consider:

- The age of the child
- The duration of the leave
- The child's attendance record
- The child's ability
- Previous term-time leave
- A parents occupation e.g. Military Forces, Public Sector etc..

There are times during a school year when a child may experience particular problems if leave is taken, such as:

- During exams or tests such as SATS (Standard Attainment Tests) in year 6
- For the first two weeks of a new Academic Year

If the school denies a request for term time leave, but the child is still taken out of school, this will be recorded as unauthorised absence and could result in the matter being referred to the Education Welfare Service. The fine issued is £50 per child, per parent, per week.

Children whose attendance falls below the national average at half termly reviews are automatically referred to Education Welfare.

If you would like to discuss this matter in more detail, please contact the Education Welfare Service, EDC, Pelsall Lane, Rushall, Walsall, WS4 1NG on 01922 686233 (www.educationwalsall.com) or Email at help@we.serco.com. If you wish to talk in person please make an appointment with the Education Welfare Office.

Please return this form to school as soon as possible and you will be notified of the outcome.

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For Office Use Only

I authorise do not authorise days absence for:

Name of Child..... Class.....

Dates from:..... to:

Signed..... Headteacher. Mr K Page.
(Form updated January 2012)