



Redmile Church of England Primary School



Holiday Absence Application Form

NAME OF CHILD/REN:	CLASS:
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Date of Holiday		
From:	to:	Number of days requested:

Please note:

- There is no right to a family holiday during term time, consideration will only be given providing there is a genuine reason for the absence, i.e. 'family holiday' is not acceptable as this can be taken during annual school holidays. Any additional leave of absence will only be granted in exceptional circumstances.
- Holiday leave will only be granted where children are *going away* on holiday, i.e. physically leaving the area, not merely going on day trips or having a holiday at home.
- Requests will also be refused if your child already has poor attendance or if national tests are taking place at the time of the holiday.
- Any holiday leave taken without prior consultation with the school will be marked as 'unauthorised absence'.
- Any absences deemed 'unauthorised' could lead to a referral to the Attendance Improvement Service (formerly the Education Welfare Officer) which may lead to prosecution if they can not resolve the issues amicably.
- Absence from school disrupts continuity of learning, undermines educational progress and can lead to underachievement and low attainment. If leave of absence is requested, it is expected that parents support the learning missed whilst their child is absent from school, in order that they don't fall behind with their studies.
- Before making a request it is important that you read the school Attendance Policy which you can find on our website www.redmile.leics.sch.uk. Alternatively a hard copy may be requested from the school office.
- Permission for leave of absence is granted at the discretion of the Head teacher.

Please indicate the reasons why this holiday could not take place in the course of the normal holiday pattern:

I have read and understood the above information. I have also read and understood the school Attendance Policy.

Signed: _____ Date: _____

REPLY FROM HEAD TEACHER

I am able to give permission for you to take your child/children out of school on the days requested.

I am unable to give permission for you take your child/children out of school for the following reason(s):

AUTHORISED/UNAUTHORISED