Kettlethorpe HIGH SCHOOL

Holiday Request form

This form is used to apply for pupil leave of absence from school for a holiday.

PUPIL INFORMATION

Pupil name:		**Tutor group:**	
Name of any other school age children:		Their school:	
First day of absence:		**Return to school date:**	
Total amount of days absent from school:			
Name and address of who they are travelling with	Parent/Guardian: Address:		
	Parent/Guardian: Address:		

REASON FOR THE ABSENCE

Please state the reason for the absence:

Does the holiday overlap with the beginning or the end of term?	Yes ☐ No ☐

GUIDANCE
The law states that parents **do not have a right** to take their child out of school for a holiday during term time as it can disrupt their education. Only in exceptional circumstances may a head teacher grant permission for leave of absence.
Legal responsibility
As a parent/guardian I understand all children aged between 5 and 16 are required by law to receive an education and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular attendance of my child/children. Failure to do so could result in legal proceedings being taken by the Local Education Authority.

Signature:	Relationship to pupil:	Date:

The Headteacher will consider the following points before authorising leave:

1. Whether the request fits the 'special circumstances' criteria outlined by Government legislations
2. The pupil's attendance history
3. The time of year (no requests will be granted at the start or end of an academic year, during exam time or for any pupil in Year 10 or 11)
4. The family circumstances and the reasons for wanting to take their annual family holiday during term time

Penalty Notice:
Parents who choose to take their child/children out of school without written permission from the school may be issued with a fixed penalty fine.

Office use only: Current attendance % Number of late marks: Number of days requested:	

Office use only: Signature:	Authorised: ☐ Unauthorised: ☐
Reasons:	