

Red Oaks Primary School
HOLIDAY REQUEST FORM



Holidays in term time cannot be authorised except in exceptional circumstances. Unauthorised absence will be recorded on the child's report and families can be referred to the Education Welfare Officer (EWO). In some cases where holiday has been unauthorised parents/carers may be issued with a penalty notice by the EWO; this is £60 from each parent/carer for each individual child, rising to £120 if not paid within 28 days.

Please explain the reason for holiday requests below, schools can only approve absence for holidays if there are special reasons which warrant the holiday. Holiday prices and the fact that parents have booked a holiday before checking with the school are not special reasons.

Please note that holidays during SATs Week will not be authorised under any circumstances.

- If agreement for leave is given, 'H' will be shown on the student's record and this will count as authorised absence.
- If a parent/carer takes their child out of school without permission being granted, this will count as an 'unauthorised absence' and will show a 'G' on the student's attendance record. More than 10 days unauthorised absence can lead to a penalty notice being issued.
- We understand that some parents have no choice about when to take holidays. However, the law requires attendance at school and many parents are not aware it is not a parental right to take children out of school during term time.
- Every school day counts and any absence from school will result in lost learning and a risk of underachievement.
- There are 13 weeks of the year during which the school is closed.
- A leave of absence form must be completed if you would like to take your child out of school during term time.

Please complete the information below (use a separate if you have more than one child in school):

I have read and understood the above information []

Is this the first request this academic year []

Child's Name: _____

Teacher: _____ Year Group: _____

Requested holiday dates (inclusive): From _____ To _____

Reason for absence in term: _____

Number of school days child will be absent from school _____ days

Signed: _____ (Parent/Carer) Date: _____

(To be completed by the Headteacher)

Child's attendance rate to end of last week _____ %

Number of days absence for holidays this year _____

Request: Authorised _____ Unauthorised _____ (See Paragraph 1 above)

Signed: _____ (Headteacher) Date: _____

HINTS AND TIPS FOR GOOD ATTENDANCE



Remember to let your child know how much being ready for school on time helps the whole family.

Tell your child about how important school is.

Talk to your child about school and any problems they might have.

Implementing no TV some school mornings may be a good idea.

Consider the school breakfast club. This way your child will be in school on time and ready to learn!

Arrange your child's doctor, dentist and hospital appointments for after school.

Ensure your child is awake in plenty of time every school morning.

Talk to school if you or your child is finding attending school difficult.

Encourage your child to prepare their school uniform the night before.

Take family holidays during school holiday periods.

Every school day counts!



- Days off school add up to lost learning.
- Please do not let your children miss out on the education they deserve.
- Every school day counts.

175 Non school days lost in a year		175 days to spend on family time visits, holidays, shopping, household visits and other appointments			
190 School days in Each year	10 days absence	19 days absence	29 days absence	38 days absence	47 days absence
	180 Days of Education	171 Days of Education	161 Days of Education	152 Days of Education	143 Days of Education
190 days for your child's education					
100%	95%	90%	85%	80%	75%
Good Best chance of success. Gets your child off to a Flying start		Serious Concern Less chance of success. Makes it harder to make progress. Not fair on your child. Legal Action!!			

If you are worried about your child's attendance please talk to your school about it or contact the Education Welfare Service on 01793 465797