

NHU/LF

24<sup>th</sup> October, 2014

Dear Parent/Carer

**Re: Requests for a Holiday in Term Time**

You may have seen recent high profile press coverage regarding holidays in school term time. The staff and Governors at Richard Rose Central Academy would like to take this opportunity to inform all parents of the current guidelines which have been laid down by the Department for Education / Local Education Authority and which the school is duty bound to implement.

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will still miss out on the teaching that their classmates will receive during your holiday. Children returning from a term time holiday are also unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other students in the class. This is something we all have a responsibility to avoid.

The Department for Education allows a Headteacher the discretion to consider authorising a holiday in term time only in "exceptional circumstances". If you consider that your request for a holiday is exceptional you will need to complete the form on the reverse of this notification. A response will be sent to you as soon as possible. If the holiday is not considered to be an exceptional circumstance, and you nevertheless take your child out of school for the holiday, the absence will be recorded as unauthorised. In these circumstances, you are still required to complete the form attached.

**In the case of an unauthorised holiday the Local Authority will be notified of the holiday taken and a Penalty Notice will be issued. Please note that such a penalty may be issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. Thereafter, if the penalty remains unpaid this may result in legal action.**

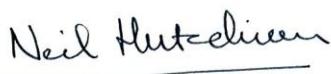
From this point in time, all exceptional circumstances requests must be completed on the attached form, letters will not be accepted. This form should be returned to the school at least 14 days before the start of the holiday.

In considering the decision whether to authorise the following will be taken into account by The Governing Body:

- Reasons given for the holiday
- The time of the year/term
- Whether your child will miss any preparation for tests/examinations
- Whether your child will miss any tests/examinations
- Your child's previous attendance record

I hope you will support our efforts to raise attendance and attainment at our school.

Yours sincerely



**Neil Hutchinson**  
**Headteacher**

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF  
ABSENCE FROM SCHOOL DURING TERM TIME**

Student Name: \_\_\_\_\_ Tutor Group/Class: \_\_\_\_\_

Home Address: \_\_\_\_\_

First Day of Absence: \_\_\_\_\_ Date of Return to School: \_\_\_\_\_

No of Days Missed: \_\_\_\_\_

Reason for Absence:

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***I understand that if the absence request is unauthorised the Local Authority will be notified of the holiday taken and a Penalty Notice will be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this may result in legal action.***

Name of Parent/Carer Making Application: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***Please ensure you are giving at least 14 day's notice of the proposed absence***

Student Name: \_\_\_\_\_ Tutor Group/Class: \_\_\_\_\_

request has been authorised for the following dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

***Please return form to Attendance Office***

Your request for a leave of absence during term time has not been authorised because:

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***NB – if you proceed to take the holiday this may result in a Penalty Notice being issued***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher