

# Kington St Michael CE Primary School

## REQUEST FOR LEAVE TO BE ABSENT ON HOLIDAY IN TERM TIME

All parents will understand that regular attendance at school is necessary for children to make good progress with their education. Taking your child out of school during term time may harm your child's academic progress. Therefore we hope that family holidays will be arranged during school holiday periods.

Schools may agree up to 10 days holiday absence in special circumstances with consideration being given to pupil's attendance, attainment and public examinations. Absences may only be authorised at the discretion of the Headteacher.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the special circumstances relating to your application below and attach any supporting evidence.

Please read the Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time (available at the office and on our website).

Name of Child(ren)	
Class	
Date of First Day of Absence	
Date of Return	
Number of Days requested	
Known siblings and school(s) attending	

Special Circumstances (reason) for holiday to be taken during term time:

.....  
.....  
.....  
.....

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

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

Parent/Carer: \_\_\_\_\_

### For school use:

Attendance%:

Request authorised: Yes/No

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## RESPONSE TO HOLIDAY REQUEST

I am writing to inform you that you have been granted permission for your child .....  
to be absent from school from ..... to ..... The maximum taken should be 10 days in any one  
academic year, which starts in September and ends in July. Your child will now have had ..... days. If over  
the allotted 10 days, any future request in the same academic year cannot be considered. This policy is in  
accordance with Section 444A and 444B of the Education Act 1996.

If you wish to discuss this matter further please contact the school office or alternatively the Education  
Welfare Service on 01249 659223.

Yours sincerely,

Headteacher