



HOLIDAY FORM

Please read extract from School Attendance Policy on Family Holidays in Term-time

TO BE COMPLETED BY THE PARENT

Name of Pupil/Student _____ Tutor Group: _____

Name of Pupil/Student _____ Tutor Group: _____

Inclusive dates of Proposed Absence from School: _____

Reason for Proposed Absence during Term-time: _____

PLEASE READ AND NOTE THE FOLLOWING:

- All work missed should be caught up.
- It is the responsibility of the parent and the pupil to ensure this happens
- Only 2 weeks holiday will be authorised
- **Any further holiday absence will be unauthorised**
- It is the school's right to refuse a holiday request

Signed: _____ Date: _____

Print Name: _____

WHEN COMPLETED, PLEASE RETURN THE FORM TO KEY STAGE OFFICE

For office use only: students % attendance Date:

Dear Parent

Your request for absence for holiday **HAS BEEN AUTHORISED**.

Signed: _____ (Miss M D Blackler)

Your request for absence for holiday **HAS NOT BEEN AUTHORISED** because:

Signed _____ Headteacher _____

THE RIDGEWAY SCHOOL

Extract from The Ridgeway School attendance policy with specific reference to Holidays taken in Term Time

1. Holidays in Term Time

Parents are strongly encouraged not to arrange holidays in term time. Leave for an annual family holiday is discretionary not an automatic entitlement. (Education [Pupil Registration] Regulations 1995). Permission should be requested on the Request for Leave of Absence Form (appendix 1) in advance. When a request is refused parents have the right of representation to the School Governors.

The Headteacher has the legal authority to grant up to 10 school days leave of absence in any one academic year. This discretion relates to 'going away' on holiday not merely on day trips or having a holiday at home. The school will use the following guidelines when deciding whether to agree to a request for a family holiday in term-time.

- a. Holiday leave will not be granted where a pupil already has a poor punctuality and/or attendance record below 90%
- b. Holiday leave will not normally be granted at the following times
 - i. Year 9 between January and the end of the National Curriculum Tests in May
 - ii. Year 10 from October until the end of the Year 10 exams (usually Term 6)
 - iii. Year 11 from October until the end of the GCSE exams at the end of June
- c. Holiday leave will not be granted for attendance at sporting events, pop concerts, for shopping or any other activities which are purely recreational in their nature.
- d. Year 12 and 13 are strongly advised not to take holidays in term time at any stage of their course.

Holidays taken without permission or after permission has been refused will be unauthorised. Unauthorised attendance will be monitored and reported to the Education Welfare Service who can impose a fixed penalty notice to both parents for each day of unauthorised absence and for each child on the holiday.