

Family Holidays & Extended Trips Abroad During Term Time

School Name!!

Student Details					
Name		DoB		Form	
Address					
Contact Numbers					

I request permission for my child to be absent from school: -					
First Day of Absence		Date of Return		Total School Days	
Reason: - (Please give details)					
I will ensure my child makes up for missed school work by: - (Please give details)					

Declaration			
<i>I have read and understood the information on unauthorised absences and Fixed Penalty Notices on the reverse side of this form and agree to the terms and conditions of the East Riding of Yorkshire Council.</i>			
Signed (Parent/Carer)		Date	

For School Use Only					
The school has considered your request for leave of absence and following government guidelines your child's absences will be recorded as follows: -					
Authorised		Unauthorised		Unauthorised absences to date	
Signed		Position		Date	

Please Note:

Retain the original signed and completed forms in school records and ensure a copy is returned to the parent/carer of the student to confirm authorisation or refusal.

Family Holidays & Extended Trips Abroad

You are required under the Education Act (1996) to ensure your child attends school regularly. There is, however, a discretionary power to allow leave of absence for up to 10 days in any academic year*, for the purpose of annual family holidays during term time. This is not an entitlement and purely at the discretion of the schools head teacher. Schools will not authorise absences if they believe it is to the detriment of a student's education or if the absences are during school exam periods and S.A.T.'s.

Before completing this application we would advise you consider very seriously how the absences will affect your child's education. National statistics show 10 days absence in any academic year does have a negative effect on attainment. You are also required to demonstrate how any missed schoolwork will be made up. Schools are not obliged to provide extra work for students taking leave of absence and you will have to communicate and negotiate with them on how this will be undertaken.

The government advise that any excessive family holiday or any refusal of leave of absence must be recorded as unauthorised by the school on the students' records. As you may be aware an accumulation of unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

Cautionary Note

Ensure your request is submitted at least 5 days prior to the holiday. It is the parent/carers responsibility to ensure you receive confirmation from the school before the trip is taken. Do not assume permission was granted if the form has not been returned to you.

*(Academic year = school year from September to July)

Fixed Penalty Notices

With the implementation of the Anti Social Behaviour Act (2003) the Local Authority has statutory powers to tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or an explanation has not been provided by the parent or carer.

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post direct to the home of a parent/carer after possibly just one warning, or in the case of absences without acceptable cause, without warning. Without acceptable cause includes pupils caught on truancy sweeps, **excessive or unauthorised family holidays** and persistent late arrival after the close of registration.

If you believe at any stage that your child's absence record from school may leave you liable for prosecution or a Penalty Notice, it is important you take action without delay to secure their regular attendance.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve improvement, then please contact your school to discuss this.

Further advice and support can also be made available to you through the Education Welfare Service by contacting their office on 01482 392146.