

**Redcar & Cleveland Borough Council**  
**SCHOOL CHILD'S HOLIDAY DURING TERM TIME**

**NOTES TO PARENTS/CARERS**

The law does not grant parents an automatic right to take their child out of school for holidays/absence during term time. You must apply for permission in advance and the request for leave must come from a parent with whom the child normally lives.

When deciding whether to allow term time leave the school will consider, the reason for the absence, the time and duration of the leave, your child's record of attendance and the learning that will be missed.

Please refer to the Attendance Policy for more information (a summary is included below and the full policy is available on the school website or from the office).

We believe that pupils need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are **really exceptional** circumstances under which a parent may legitimately request leave of absence, we expect parents to contact the school at least four weeks in advance to make this request in writing. An absence request form is available from the school office for this purpose.

From September 2013, parents no longer have the right to request leave of absence for their child for an annual holiday. The amendments to the 2006 Pupil Registration Regulations make clear that Head teachers **may not** grant any leave of absence during term time unless there are **exceptional circumstances**. We use the following guidelines to decide whether such requests for absence will be granted:

- Permission will **not** be given for any time in September.
- Permission will **not** be given for any pupil whose attendance was below 95% in the previous 12 months.
- Permission will **not** be given to any pupils in Year 2 or Year 6 during formal assessment periods in May.
- Permission will **not** be given for a child unless the circumstances are **really exceptional**.

If the request for leave is not granted and the child is still taken out of school, this will be recorded as an **unauthorised absence** and this may make you liable to a fine.

**TO THE HEAD TEACHER - WILTON PRIMARY SCHOOL**

I wish to apply for NAME[S] OF CHILD[REN]

\_\_\_\_\_

to be authorised as being absent from school from \_\_\_\_\_ to \_\_\_\_\_ inclusive

Reason for request:

Signature Parent/Carer \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to your child's school well in advance of your proposed holiday.**

\_\_\_\_\_

**Name of Child(ren)** \_\_\_\_\_

% Attendance to date

Authorised

Unauthorised

Wilton Primary School agrees to your child (ren) being absent from school on the dates:

Wilton Primary School does not authorise your request for leave for the following reason:

SIGNED .....Head Teacher    Date .....