

HILLSIDE PRIMARY SCHOOL

REQUEST FOR HOLIDAY LEAVE DURING TERM TIME

I hereby request that leave of absence be granted to Class

Dates of holiday from to to enable
him/her to (please give reason)

I acknowledge that by taking this holiday I am disadvantaging my child from the National Curriculum.

Signature (parent/guardian) Date

Notes:

1. This form is to be completed and forwarded to the Headteacher of Hillside School before the period of absence.
2. The Education (School and Further Education) Regulations 1981, Regulation 12, states as follows:
 - (a) In pursuance of arrangements made by the governing body of a school, on application made by the parent or other person having charge of a pupil he may be granted leave of absence from the school to enable him to partake of annual family holiday.
 - (b) Save in exceptional circumstances, a pupil shall not in pursuance of this regulation be granted more than 2 weeks (20 sessions) leave of absence in any academic year – i.e. from 1 September – 31 August.
3. PENALTY NOTICES:

Hillside Primary School together with the Education Welfare Service, monitor attendance and in particular holiday absences.

Penalty Notice (PN) were introduced on 31 October 2005 and Parents exceeding the 2 weeks/20 sessions could be liable for a Penalty Notice. (A copy of the guidelines is attached for your information). For further details, please contact the School Office.

HILLSIDE PRIMARY SCHOOL

Dear

I have received your request for leave of absence for your annual holiday during term time for
.....(name of child/children) for a period ofschool days.

I have carefully considered the request and am:

1. able to grant permission for leave on this occasion
2. Will grant days authorised anddays unauthorised
3. would like you to make an appointment to see Mrs. Gauld/Mrs. Morris. Please call the school office to make an appointment