**HOLIDAY PROCEDURES.**

**We strongly discourage parents from taking holidays during school time.**

**There are 175 non school days a year when holidays could be taken.**

* You must complete the holiday request form but this does not mean that your holiday is automatically approved.
* The School will have to check your reasons for going and your child’s attendance levels.
* The holiday can only be agreed if there are exceptional circumstances and even then usually only children with at least 95% attendance will be considered.
* The school will then contact you and let you know if they are able to authorise your holiday or not.
* As the government rules about holidays are so strict, school will often be unable to authorise holidays.
* If you chose to take a holiday even though it has not been agreed by the school it is likely to result in you receiving a fine from the council.
* If school do approve the holiday there will be an agreed date for the child to return to school. If your child returns to school later than this it will be unauthorised.
* Taking holidays during term time because it is cheaper, much as we sympathise, does not count as an exceptional circumstance.
* Extended trips to visit family abroad does not count as an exceptional circumstance because there is an extended school holiday in the summer.

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**HOLIDAY REQUEST FORM**

Name of child ………………………………………………………………….… Class………………………………

Holiday dates ……………………………………………………………………………………………………………...

What is your reason for taking holiday during term time? …………………………………………….

Signature of parent/carer ……………………………………………………………………………………………

To be completed by school:

Authorised 🞏 Unauthorised 🞏

Signature of Headteacher …………………………………………………………………………………………….