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**HOLIDAY PROCEDURES**

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

**If you take a holiday during term time you may be issued a fine from Liverpool City Council**

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

* As part of our safeguarding procedures, we ask all families to complete our holiday request form. The school need to be aware of your reasons for going on holiday, where you are going and your return date (return details may be requested)
* As the government rules about holidays in term time are so strict, school will not authorise holidays unless it is an extremely exceptional circumstance.
* You must agree a date for your child to return to school. If your child returns to school later than this date, we may not be able to hold their place in school. Alongside this, school has a requirement to notify the Children Missing in Education Team if your child does not return.
* Taking holidays during term time for financial reasons - as much as we sympathise, this does not count as an exceptional circumstance. Also, extended trips to visit family abroad does not count as an exceptional circumstance.

**Our goal is for your child to be in school and learning. Every day missed is impacting their future achievements.**

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**HOLIDAY REQUEST FORM**

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

Holiday start date and end date: ……………………………………………………………………………………………………………...

Number of days absent from school……………………………………………………………………………….

Destination ………………………………………………………………..

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

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

I understand that I may receive a fine if I take a holiday during term time.

To be completed by school:

Authorised 🞏 Unauthorised 🞏

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