

Buxted Church of England Primary School

Hurstwood Road, Buxted,

East Sussex TN22 4BB

Headteacher: Mrs A D Radford



Telephone: 01825 733185

Fax: 01825 733860

www.buxtedce.e-sussex.sch.uk

REQUEST FOR A HOLIDAY IN TERM TIME **NOTICE TO PARENTS/CARERS**

Dear Parents/Carers

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will still miss out on the teaching that their classmates will receive. Children returning from a term time holiday are also unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other students in the class. This is something we *all* have a responsibility to avoid.

The Department for Education does allow a head teacher the discretion to consider authorising a holiday in term time but *only* in special circumstances – these are defined as follows:-

- i) service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education
- ii) when a family needs to spend time together to support each other during or after a crisis

If you consider that your request falls into this category you will need to complete the form on the reverse of this notification. A response will be sent to you as soon as possible. If the holiday is not considered to be a special circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised in line with County Council guidance.

In the case of an unauthorised holiday the Education Support, Behaviour & Attendance Service will be notified of the holiday taken and a Penalty Notice will be issued. Please note that such a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 28 days. Thereafter, if the Penalty remains unpaid this may result in legal action.

All holiday requests must be completed on the attached form, letters will not be accepted. This should be returned to the school at least 14 days before the start of the absence.

I hope you will support our efforts to raise attendance and attainment at our school.

Yours sincerely

Mrs A D Radford
Headteacher



APPLICATION BY PARENT/CARER FOR A HOLIDAY DURING TERM TIME

If you consider you have to take a holiday in term time, and that you have special circumstances, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Pupil NameTutor Group/Class

Home Address

First day of absence Date of return to school

Total number of days missed

Reasons for absence

.....
.....
.....

I understand that if the request is unauthorised the Education Support, Behaviour & Attendance Service will be notified of the holiday taken and a Penalty Notice will be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 28 days. I understand that if I do not pay this may result in legal action.

Name of Parent/Carer making application

Signed Dated

(Please ensure you are giving at least 14 day's notice of the proposed absence)

✂-----

Pupil Name Tutor Group

AUTHORISED: Your holiday request has been authorised for the following dates:
____/____/____ to ____/____/____

UNAUTHORISED: Your holiday request has been unauthorised for the following dates:
____/____/____ to ____/____/____ as it does not meet the criteria set by the Department for Education

(NB if you proceed to take an unauthorised holiday this will result in a PenaltyNotice)

Signed Head Teacher Date ____/____/____