

GREENHILL PRIMARY SCHOOL

HOLIDAYS IN TERM TIME

The school is concerned when pupils are removed from school during term time as a result of family holidays or even for long weekends.



The time lost can represent a substantial amount of missed work at a time when Government targets and the demands of the National Curriculum are asking more and more of our young people.

The school has a duty to ensure delivery of the National Curriculum; parents have a duty to ensure that their children attend school regularly.

Family holidays should, wherever possible, be taken during planned school holidays. Parents should not expect, as of right that the school will agree to family holidays in term time. Leave of Absence is not an entitlement.

By law, leave of absence cannot be granted to enable a pupil to take a holiday during term time unless the Governing Body have specifically approved that leave of absence, which they do through the Headteacher following application by parents.

All holiday leave in term time is at the discretion of the Head and must be applied for. Applications will only be approved when they are

-  made at least two weeks in advance in writing on the school's official application form, which is available from the school office or via the school website.
-  for holidays which cannot reasonably have been taken during school closure. For example, an employer may specify annual leave must be taken during term time.

Parents must note that any leave, when granted, only covers 10 school days. An unauthorised absence will occur if a child misses any further days for recovery from travelling or delay in returning.

Parents need to be aware that any unauthorised absence is noted by the LA and the DCFS and forms part of a formal report on the school's achievements.

Unauthorised absences will be noted on pupil records which remain with the children for their school career.

M.Pilling
Headteacher

GREENHILL PRIMARY SCHOOL
Application for all Leave of Absence from School

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. The Local Education Department expects all parents/guardians to ensure that their children attend school whenever possible. Absences due to holidays, taken during term-time, could hinder academic attainment.

However, if you do wish to apply for your child to be absent from school, please complete this form and return it to school **at least two weeks** before the first day of absence. Thank you.

CHILD'S DETAILS

Surname _____ First Name _____
Date of Birth _____ Class _____
Address _____
Post Code _____ Tel No _____

PARENT/GUARDIAN

Surname _____ First Name _____
Reason for Absence _____
No of absent school days requested _____
First day of absence (Date) _____ Return to school (Date) _____
Parent's/Guardian's Signature _____

FOR SCHOOL USE ONLY

Leave of Absence Authorised _____ days Signed _____ Date _____

Leave of Absence Unauthorised _____ days Signed _____ Date _____

Slip sent home: Date