



High Beech Church of England Primary School

Mott Street, Loughton, Essex IG10 4AP
Telephone: 020 8508 6048 Fax: 020 8532 0161
Email: admin@highbeech.essex.sch.uk
Head Teacher: Mrs Sarah Roffey B.Ed (Hons)

APPLICATION FOR LEAVE OF ABSENCE

PLEASE ENSURE THAT THIS FORM IS SUBMITTED TO THE OFFICE AT LEAST 14 DAYS PRIOR TO THE FIRST DATE OF REQUESTED ABSENCE - THANK YOU

Taking your child out of school during term time could be detrimental to your child's educational progress.

Parents should not normally take their children on holiday in term time. **There is no legal right to do so.** Headteachers may not authorise leave of absence during term time unless there are exceptional circumstances which warrant it. The Education (Pupil Registration) (England) (Amendment) Regulations 2013).

If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 28 days) to each parent for each child taken out of school. If the higher penalty is not paid the Education Welfare Service will then institute legal proceedings against you in the magistrate's court under section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

Name of Child(ren) Class.....

First Day of AbsenceReturn to school onNumber of days Requested.....

Please attach the following :

- A letter outlining the 'special circumstances' for which a term time holiday is being applied for.
- Employer information regarding parents annual leave arrangements

If you do not provide any information the school will not authorise your request.

Signed Date:

Parent /Carer Name:

School Office Use Only

Date request received	Decision: Authorised Unauthorised	Code	Signed Date		
Reason for decision					
Attendance percentage preceding 12 weeks:	Number of sessions absence this academic year	Authorised	unauthorised	TOTAL	





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Leave of Absence - Term time Holidays

No Authorisation of Term Time Holidays

The policy of the Governing body of High Beech Primary School is that term time holidays will not be authorised at all unless in the most exceptional circumstances.

(Cheaper holidays/other family members buying the holiday' not being one of them).

The Reasons

The reason for this is simple.

- We are passionate about your child's education and enabling him/her to reach their potential. We cannot achieve this if your child is not at school.
- There are thirteen weeks school holiday each year during which you can take a holiday.
- If taken, the message to your child (and others) is that you (the parents) value term time holiday more than you value your child's education.

Penalty Notices can be issued if

- There have been 10 sessions (5 consecutive days) or more unauthorised absence due to a holiday taken during an academic year; **and**
- Attendance is below 90% during the preceding 12 weeks before the holiday was taken; **or**
- The holiday was taken during the month of September; **or**
- The holiday was taken during tests or examinations; **or**
- It is the second holiday taken in any one academic year **or**
- The pupil is in year 6

Term Time Holiday Work- will not be set by the school

The school will not set work for children to do whilst on a term time holiday. The teachers are in school and available to teach the children. Their planning of teaching with complex styles and strategies cannot be replicated on holiday. If parents choose to condone term time truancy by taking a holiday, the school will not support this action by setting work for the children. Parents might like to visit the local library and take a selection of books for their child to read to try and ensure that reading capability does not fall behind during the holiday.