

Queen Elizabeth School - Holiday Absence Request Form

Since September 2013, parents have no legal entitlement to take their child out of school during the school term and can be fined by the LA for doing so. However, if there are exceptional reasons for the holiday, which meet the DfE guidelines, school is permitted to authorise up to 10 days holiday in any one year, provided the child's attendance is otherwise excellent and that this holiday form has been completed at least 2 weeks prior to the event. You are strongly advised to apply for leave of absence by completing this form and returning to Mrs Gray, Assistant Headteacher, for consideration and authorisation BEFORE confirming your holiday arrangements.

Please note, we have been advised by the DfE that parent's working rotas and holiday costs cannot be accepted as valid reasons.

Parent/Guardian requesting leave _____
Pupil Name (1) _____ Form _____
Pupil Name (2) _____ Form _____
Pupil Name (3) _____ Form _____
Reason for absence request: _____ _____

First day and date of absence _____
Last day and date of absence _____
Total number of days required (cannot exceed 10 days in the school year) _____
Date request made (must be at least 2 weeks prior to the holiday) _____
I have checked that this holiday does not coincide with any exam period <input type="checkbox"/>
I have shared this request with any other carer with parental responsibility for my child <input type="checkbox"/>

Please tick which of the DfE's 'exceptional circumstances' warrants this term time holiday

- Service personnel returning from a tour of duty abroad (requires evidence that no leave is due in the near future that coincides with school holidays)	<input type="checkbox"/>
- The absence is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue	<input type="checkbox"/>
- The death or terminal illness of an immediate family member	<input type="checkbox"/>

Signed _____ Date _____

School Office Use

Current Attendance Percentage _____ @ _____ date

Number of days Holiday already authorised in 2020/21 _____

Leave of absence is approved (the absence will be recorded as authorised)

Leave of absence is not approved (the absence will be recorded as unauthorised)

Reason: _____

Signed: _____

Date _____

Mrs Hayley Gray
Assistant Headteacher

Circulation route: HG / HOY / Pupil File