

Almond Hill Junior School



Application for absence for holidays in term time

Parents do not have a right to take their children out of school for holidays during term time. By law you must ask permission for your child to miss school. Stevenage Primary Heads, working with representatives of the Local Authority, will no longer authorise holidays in term time, except in very exceptional circumstances.

If you feel that there are exceptional circumstances please give details below after which you will be contacted by the school to arrange a meeting with the Headteacher to discuss the matter.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school at least 2 weeks in advance of the proposed leave.

Fixed Penalty Notice

If your child reaches over 5 days unauthorised absence, you will receive a letter warning you that you are at risk of receiving a fixed penalty notice. A fixed penalty notice will be issued when unauthorised absence exceeds 10 days within one academic year. The penalty notice requires you to pay a fine of £60.00 within 21 days. If this fine is not paid within the time limit the penalty rises to £120.00 which must be paid within 21 days. If payment is not received you will be liable for prosecution for the offence and could be subject to a fine of up to £1,000.00.

Surname of child		First name	
Date of birth		Class	
Surname of Parent/ Guardian		First Name	
Reason for taking a holiday in term time			
Is his/her attendance already below 90%? (Research shows that if attendance falls below 95% it will impact on pupil progress)	Yes / No		
Has he/she already had leave during term time this school year? (If so please provide dates)	Current attendance : Yes / No		
Length of absence requested (no. of days)		Dates	
Does your child have siblings in other schools for whom you are requesting an absence?	Yes / No		
If yes:- Child's Name & School (please use the reverse of this form if you require more space)			
Parent's / Guardian's Signature			
Date of interview with the Headteacher			
Authorised / Unauthorised			
Signature of Headteacher			