

Holiday Absence Request Form – Hardwick Community Primary School

The Governors' policy, in line with DfE and Suffolk Education advice, is that all holidays should be taken in school closure periods, unless there are very strong reasons otherwise.

Please read the notes below carefully.

- A holiday may only be authorised in exceptional circumstances e.g. the parent or guardian can provide clear evidence that a family holiday cannot be taken at another time of year e.g. letter on official headed notepaper from an employer or business partner
- The maximum length of holiday that will be authorised in any circumstances is 10 days;
- Only one holiday absence for exceptional circumstances may be authorised in one school year
- When every effort has been made to take the holiday in a school holiday period a small allowance may be made at the discretion of the headteacher e.g. a single day before or after a school holiday
- Holidays cannot be authorised when children are due to take tests: March for Years 2 & 4 (County Reading Test), and May for Years 2,3,4 (SATs / QCA tests)
- The request will be considered in the light of the child's previous attendance record and the impact of absence on their education

Requests for holidays in term time, for the following reasons cannot be authorised:

- Reduced cost of holiday
- Availability of desired accommodation
- Poor weather experienced during school holidays

Name of child / children	Date of Birth	Class(es)
<input type="text"/>	<input type="text"/>	<input type="text"/>

I, being the parent /guardian of the above child, request that you consider allowing my child to be absent from school.

First day of absence:	<input type="text"/>	Final day of absence:	<input type="text"/>
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Total number of school days absent:

Reason for requesting holiday in term time:
<input type="text"/>

Supporting information attached:

Signed _____ Date _____

Please note that absences NOT authorised by the school, totalling 10 sessions or more (1 day = 2 sessions), may be subject to a penalty notice warning issued by the Local Authority. Please at the school office for further details.