

## Request for holiday in term time due to exceptional circumstances

In October 2014 the Department for Education encouraged all schools to promote good attendance and reduce absences through robust procedures so that all children have access to the education they are entitled to.

Article 28 "Every child has the right to an education."



In conjunction with Dorset County Council and the local pyramid of schools it has been agreed that holidays and time out of school can only be authorised by the Headteacher in exceptional circumstances. If you take your child/children out of school without consent it will be unauthorised and on some occasions this could result in a fixed penalty notice (based upon total attendance over a 12 month period). Please see our Attendance Policy for more details.

*Before making your arrangements we encourage you to complete the form below and return to the school office so your request can be considered.*

### Section A Child

Child's Name \_\_\_\_\_

DOB: \_\_\_\_\_ in class \_\_\_\_\_ to be granted

holiday in term time from \_\_\_\_\_ to \_\_\_\_\_.

Number of days in total: \_\_\_\_\_

### Section B Siblings

If the request has involved other children from your family please state their names and schools below

Name \_\_\_\_\_ School: \_\_\_\_\_

Name \_\_\_\_\_ School: \_\_\_\_\_

Name \_\_\_\_\_ School: \_\_\_\_\_

Name \_\_\_\_\_ School: \_\_\_\_\_

### Section C- Supporting Statement

Please explain why you are making this request during term time. If you require additional space please continue on an extra piece of paper and attach.

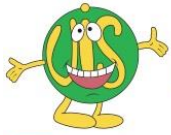
### Section D Parent/Carer

I am the parent/carers of the named child and the information I have given is correct.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Contact telephone number \_\_\_\_\_



# Upton Infant School

Headteacher: Duncan Churchill  
Deputy Headteacher: Daniel Williams

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## Section E For office use only

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

Holiday request for \_\_\_\_\_ days.

Please tick as appropriate:

Authorised ☐

Unauthorised ☐

Additional comment related to the decision:

Signed by \_\_\_\_\_ Date \_\_\_\_\_