

St Peter & St Paul CE Primary School, Eye

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Absence Request Form

Head Teachers have been given the following directive by the Suffolk Director for Children & Young People, regarding requests for holiday during term time:

Term-time holidays are intended for children whose parents are unable to take holiday at any other time.

*Schools will consider every application individually, its policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. Time off school for family holidays **is not a right**. An application must be made, with appropriate evidence, **three weeks in advance** of the intended holiday.*

Schools will consider authorising holidays for:

- *service personnel and other employees who are prevented from taking holidays other than during term-time*
- *when a family needs to spend time together to support each other during or after a crisis, e.g. bereavement*
- *parents who are subject to a strict and un-negotiable holiday rota – **evidence will need to be provided on headed paper***

Requests for holidays for the following reasons will not be authorised:

- *cheaper cost of holiday*
- *availability of the desired accommodation*
- *poor weather experienced in school holiday periods*
- *overlap with beginning or end of term*

Schools will NOT authorise a holiday during periods of national tests, i.e. SATS and GCSE examinations.

The Education Attendance Service, on behalf of Suffolk County Council, will be issuing fixed penalty notices in the following situations where unauthorised absence occurs:

- Where a pupil has taken holiday during term-time for 5 or more days and the absence is not authorised by the school;
- Where a pupil has missed at least 10 sessions (5 school days) due to unauthorised absence in a school term.

The penalty is payable to the Local Authority (details for payment will be contained in the Notice). The amount of the penalty is

- £60 if paid within 28 days of receipt of the Notice;
- £120 if paid after 28 days but within 42 days of receipt of the Notice.



FOR PARENTS TO FILL IN:

I would like to request 'leave of absence' for:

Name	Class

From:	To: (inclusive)	Total School Days =

Please give a reason why the family cannot take their holidays during school holidays:

Signed:

Date:

(Please return this form to the school office at least three weeks before the absence starts)



FOR THE SCHOOL TO COMPLETE:

Child's Name:

Attendance percentage:

Authorised by the Headteacher Signed:	Reason for authorisation:
NOT authorised by the Headteacher Signed:	Reason for refusal

Family Holiday agreed	Family Holiday not agreed	Extended Family Holiday agreed	Religious Observance	Other Authorised Absence
H	G	F	R	C

