



Kelvedon St. Mary's C of E Primary Academy

Term Time Holiday Application Form

Please note that leave for the purpose of a holiday is no longer an entitlement and will only be granted in exceptional circumstances.

Please complete this form and return it to the Headteacher **no later than two weeks** before the requested holiday.

I _____ parent/carer of _____ (Name of child/ren) class/es: _____

hereby make application for leave of absence for a holiday

from _____ (first day of absence) to _____ (last day of absence) a period of _____ (Number) school days

My exceptional circumstances are: _____

Signed _____ parent/carer Date _____

For office use only

Attendance this academic year: Attendance last academic year: Holiday authorised this academic year? Yes No

Authorised: Comments:

Unauthorised: for the following reason:

- Your circumstances are not exceptional
- A period of holiday has previously been authorised in the current academic year
- The request for holiday coincides with the **start of term** or with **SATs tests**

This section to be returned to parent/carer by the school office

This is to certify that your request for leave of absence from _____ to _____ for your child/ren _____ class _____ has been:

Authorised: Comments:

Unauthorised for the following reason:

- Your circumstances are not exceptional
- A period of holiday has previously been authorised in the current academic year
- The request for holiday coincides with the **start of term** or with **SATs tests**

Signed _____ Headteacher on behalf of the governing body Date _____

Please consider the following points before applying for a holiday for your child:

- **Leave of absence for the purpose of a holiday is no longer an entitlement and will only be granted in exceptional circumstances.**
- If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 28 days) to each parent for each child taken out of school.

**The Directors of Kelvedon St. Mary's C of E Primary Academy
remind you of the importance of ensuring
children's regular, uninterrupted school attendance:**

- Absence during term time, as a result of a holiday, interrupts continuity of teaching and learning, disrupts the educational progress of individual children and impacts negatively on overall performance.

The Directors of Kelvedon St. Mary's C of E Primary Academy have agreed that only one request for leave of absence for a family holiday in exceptional circumstances in an academic year be considered.

**The Directors of Kelvedon St. Mary's C of E Primary Academy
will not grant a holiday:**

- If information given in the request is not sufficient for the headteacher to decide that the circumstances are exceptional.
- If a period of holiday has previously been granted in the current academic year.
- If the period of holiday coincides with the **start of term** or with **SATs tests**.