



# Peacehaven Community School

## REQUEST FOR HOLIDAY DURING TERM TIME

You will no doubt be aware that time away from school will have a direct and negative impact on your child's educational progress. Children returning from a term time absence are also unprepared for the lessons which build on the teaching that they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other students in the class. This is something that we all have a responsibility to avoid.

If there are exceptional circumstances, the Head Teacher will consider your holiday request. The following factors will be taken into account:

- The time of the year / term
- Reasons given for the holiday
- Attendance / punctuality record
- Progress towards targets
- Clashes with examinations or examination preparation
- Numbers of days absence requested

If you consider that your request for a holiday during term time is exceptional you will need to complete the absence request form and return it to the school reception, **at least three weeks before the holiday date**. A response will be sent to you as soon as possible. Should the holiday be authorised, please ask your child to ensure that they ask their teachers for work for this period so that they can catch up when they return. Should the school not agree to authorise the holiday and you proceed with the absence it will be recorded as unauthorised. **It is therefore essential that you wait for confirmation of the school's decision before proceeding.**

I would like to take this opportunity to remind you that Peacehaven Community School does not authorise holidays during term time. If you take your child on a family holiday during term time (unauthorised or authorised), we are unable to allow the student to participate in day or residential trips within the same 12 month period.

**In the case of an unauthorised absence the Behaviour and Attendance Service will be notified of the holiday taken and a Penalty Notice may be issued. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £50 which increases to £100 if not paid within the first 28 days. Thereafter, if the Penalty remains unpaid this may result in legal action.**

I hope you will support our efforts to raise attendance and attainment at our school.

**To request a holiday please sign and return the attached form, and retain this sheet for your information.**



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**I understand that if the holiday request is unauthorised the Behaviour & Attendance Service will be notified of the holiday taken and a Penalty Notice may be issued. I understand that a Penalty notice is issued to each parent for each child taken out of school and that this is a fine of £50 which increases to £100 if not paid within the first 28 days. I understand that if I do not pay this may result in legal action.**

I/We, parents/carers of ..... Yr.....

First day of absence.....Date of return to school.....

Total number of school days missed. ....

The exceptional circumstances are.....

.....

.....

Name of siblings and school attended .....

Name of Parent/Carer making application .....

Signed..... Dated.....

**Please return completed form to school reception marked for the attention of Attendance**

### For school use only

Current Percentage attendance \_\_\_\_\_%

School Trip Yes/No

Authorised Yes/No

Added to Diary \_\_\_\_\_

Added to SIMS \_\_\_\_\_

G Code Referral Form Sent to SBAS \_\_\_\_\_

Actioned \_\_\_\_\_

Date response letter sent \_\_\_\_\_

Date request received \_\_\_\_\_