



NELMES PRIMARY SCHOOL



REQUEST FOR LEAVE TO BE ABSENT ON HOLIDAY IN TERM TIME

IT IS IMPORTANT THAT YOU HAVE READ AND UNDERSTOOD THE FOLLOWING STATEMENT BEFORE SIGNING AND RETURNING THE APPLICATION:-

As a parent you will understand that regular attendance at school is necessary for your child/children to make good progress with their education. Therefore we hope that family holidays will be arranged in the school holiday periods.

Request for leave of absence may be made on the understanding that the circumstances are exceptional.

NB. Local Authority may consider issuing parents who take children on term time holidays with a Penalty Notice.

The Penalty Notice will be issued in line with the Local Code of Conduct section 11 that states that a Penalty Notice may be issued:

"Where a parent has taken the pupil on holiday during term time without the school's authorisation or (in cases where the school has authorised absence for a holiday) has failed to return the pupil to school on the date agreed with the school"

Requests should be made by the parent or guardian and forwarded to the Head Teacher at least 14 days before the period of absence.

I wish my child Class..... to be excused
from attendance from dates _____ to _____

The number of school days to be missed is _____ (DAYS WILL BE UNAUTHORISED)

Please give the full reason for asking for leave of absence in term time.

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.....

_____ Signature of Parent/Guardian Date_____

To All Parents/Guardians
Nelmes Primary School

London Borough of Havering

Social Care and Learning

Scimitar House

23 Eastern Road

Romford RM1 3NH

Please call: Lorraine Heptinstall

Telephone: 01708 431854

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Date: 23 September 2009

Our ref: SS/LH

To All Parents/Guardians

RE: Holidays during Term Time

The Local Authority has been working in partnership with the Head Teacher and Governing Body of Nelmes Primary School in respect of school attendance. No holidays/leave will now be authorised.

It is the Local Authorities opinion that unauthorised holidays will not be tolerated. As you are aware, you are required to request your holiday leave by completing a Holiday Request form which is available from the school office.

I am writing to make you aware of the regulations concerning holidays that are taken during term time that have not been authorised by the Head Teacher.

Penalty Notices

The Education (Penalty Notices) (England) Regulations 2004

The Local Education Authority is responsible for the overall administration of the scheme.

Penalty Notices may be issued without formal written notification to the parent where a parent has taken a pupil on holiday during term time without the schools authorisation or in cases where the school has authorised absence for a holiday and the pupil has failed to return to school on the date agreed.

There are other circumstances where fixed penalty notices may be issued: where a child of compulsory school age fails to attend school regularly.

These fines are initially for £50 (per pupil, per parent) increasing to £100 if no payment is received. If the fine is not paid within the required timescale, then the Local Authority have a duty to prosecute.

OTE: If any parents/guardians have already taken their children on an unauthorised holiday this term I would advise, that should any unauthorised holiday leave be taken in the future, the Local Authority may decide to issue you with a Penalty Notice or a Formal Caution.

Yours sincerely

Lorraine Heptinstall

Education Welfare Officer