

# Cirencester Deer Park School



Dear Parent/Guardian

## **REQUEST FOR FAMILY HOLIDAYS IN TERM-TIME**

There is growing concern about the amount of time lost by pupils due to family holidays in term-time and the disruption it causes to their education. In addition, there is a general misunderstanding of the law in relation to the absence of pupils from school whilst on holiday in term-time.

If your child has to be away from school, only the Head Teacher can authorise up to ten school days in any year. Parents cannot authorise absence themselves. Whenever possible, absence from school should be avoided as it can have a serious effect on a child's learning.

Whenever possible, family holidays should be arranged during school holidays in order to ensure continuity of education for your child. It is only in **exceptional** circumstances that the Head Teacher has the legal authority to grant leave of absence in term-time. In considering a request the school will take into consideration the child's age; the time of year for the trip; the nature of the visit and parental wishes; the child's stage of education and progress; and the overall attendance. This provision is intended for parents who are unable to arrange their family holiday at any other time. We cannot usually consider requests for pupils to travel with other friends, family members etc. The school will not give approval authorising the absence if they believe that your request is unreasonable.

If a family holiday during term-time is unavoidable, please try to ensure that it does not coincide with examinations or other important tests that your child has to take. We are advised not to authorise absence for holiday where the pupil will miss a public examination.

Please request authorisation before making any final bookings. A number of unfortunate situations have occurred when a confirmed reservation has been made, and subsequently a clash with an important examination or other event has been discovered. The pupil, parents and school have then been faced with an insoluble problem.

It should also be clear that, if holidays are approved and taken during term time, there is a responsibility on parents, in consultation with the school, to ensure their child catches up on any work missed. Whilst staff will give appropriate instructions and support, they are not able to provide any special programmes or assignments for pupils on holiday.

Should you wish to request a holiday absence because of exceptional circumstances, please complete the form overleaf and return to me through your child's Learning Co-ordinator or Pastoral Manager in the first instance.

We will ensure that you receive a response within a maximum of five school days.

We do hope that parents and the school can work effectively together to ensure that pupil's learning is not interrupted. Please contact me if you have any further questions.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Chiquita Henson'.

Chiquita Henson  
**Headteacher**

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## APPLICATION FOR ABSENCE OF SCHOOL CHILD ON HOLIDAY

I would like my child ..... (Name of Child)  
..... (Tutor Group) to be absent from school for .....days in order that  
he/she may accompany me on annual holiday, from ..... to .....

Details of holiday .....

.....

Special reasons for requesting holiday during term time .....

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**Signature** ..... **(Parent/Guardian)** **Date** .....

This form should be completed by the parent (or guardian) and forwarded to the Headteacher well in advance of the proposed absence. No request can be considered with less than two weeks notice.

The Regulations for Primary and Secondary Schools provide that if a parent of a pupil desires the pupil to accompany him on his annual holiday, leave of absence for not more than two weeks in any calendar year may be granted for that purpose. (Education Schools and Further Education Regulations, 1981)

NOTE: The calendar runs from 1<sup>st</sup> January – 31<sup>st</sup> December