

# **IRON ACTON C of E VC PRIMARY SCHOOL**

## **Request for leave in term time.**

Under the new Government regulations holidays can only be granted in  
"Exceptional circumstances"

### **The Local authority guidelines, defined these as:**

- Significant family events or circumstances - these will be considered on an individual basis with you
- Parents/ Carers who are only able to take leave at certain times of the year.
- Forces Personnel on leave from a foreign posting

### **The following will not be authorised**

- Cheaper holidays in England and abroad
- Visit to and from family/friends
- Family occasions e.g. weddings and birthdays and/ or day trips

To enable the School to make a decision please complete this form giving details of the exceptional circumstances which require leave during term time. Please return it to the office at least a month in advance of the proposed holiday and well before any bookings are made. No holidays can be authorised once they have started.

Requests may not be authorised if the pupil has a low attendance figure or is persistently late.

As always, no leave will be granted in term 5 (Easter – end of May). During this time pupils in all year groups are preparing for internal school assessments and/or National testing.

Parents may be asked to provide supporting evidence such as appointment cards or medical letters where there are frequent doctors or dental appointments.

**Permission is requested for the leave of:**

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Class .....

from ..... to ..... inclusive.

To enable to school to make a decision, please give details of the Exceptional circumstances which require leave from school during term time.

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Signature of parent or carer: ..... Date: .....

**For completion by the school**

The proposed dates coincide with:

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Any previous absence for leave during the term time during this school year :

Days

Student's current attendance level this year

%

Lates this year

**HEAD'S DECISION:**

This absence will be authorised/ unauthorised

The reason is:

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