

WINDMILL PRIMARY SCHOOL

Term Time Holiday Request

Holidays during term time are not authorised unless the circumstances are special or exceptional.

There is no automatic right to any holiday in term time. Although national and local guidance is that authorisation is not granted, the law states that individual schools must make their own decision as to any circumstances that might be special or exceptional.

If you request a term-time holiday and it is not authorised, this may lead to a Penalty Fine notice of £60 per parent per child, if paid within 21 days, rising to £120 per parent per child up to 28 days.

Non-payment could result in prosecution at a magistrates' court.

This form should be completed at least three weeks before any planned holiday and should clearly set out what any special or exceptional circumstances might be. Consideration will be given to:

- the special or exceptional circumstances
- the child's age and stage of education
- the child's prior attendance
- the nature of the holiday/trip

Where there are two parents, ***both must sign this form – as both would receive a penalty notice.***

If the child does not return to school when expected, his/her school place may be lost.

WINDMILL PRIMARY SCHOOL

Term Time Holiday Request Form – Date of request \_\_\_\_\_

1<sup>st</sup> Child's full name \_\_\_\_\_ Class \_\_\_\_\_

2<sup>nd</sup> Child's full name \_\_\_\_\_ Class \_\_\_\_\_

3<sup>rd</sup> Child's full name \_\_\_\_\_ Class \_\_\_\_\_

4<sup>th</sup> Child's full name \_\_\_\_\_ Class \_\_\_\_\_

Other siblings at other schools:

1<sup>st</sup> Child's full name \_\_\_\_\_ Class \_\_\_\_\_

2<sup>nd</sup> Child's full name \_\_\_\_\_ Class \_\_\_\_\_

Proposed holiday dates (from) \_\_\_\_\_ (to) \_\_\_\_\_

Special or exceptional circumstances \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature(s) of parent(s) \_\_\_\_\_

**OFFICE USE ONLY**

Attendance \_\_\_\_%      Holidays in term time already taken (total days) \_\_\_\_

Absence authorised / unauthorised (***both*** parents to be informed in either eventuality)

Signed by Headteacher \_\_\_\_\_ Date \_\_\_\_\_