



**ARCHBISHOP BENSON SCHOOL**  
Bodmin Road, Truro, Cornwall, TR1 1BN  
Headteacher: Mrs Helen Giblett  
www.archbishop-benson.cornwall.sch.uk

**REQUEST FOR A CHILD/CHILDREN TO GO ON A FAMILY HOLIDAY/OTHER ABSENCE DURING TERM TIME.**

*(Please read attached notes before you complete this form.)*

Child/ren's name (s): .....

Class (es): .....

First day of absence from school: .....

Last day of absence from school: .....

Total number of days absent from school: .....

If this is a family holiday, is this your only family holiday this year? Yes/No

Why are you planning your absence/holiday during term time?

.....  
.....  
.....  
.....

These are exceptional circumstances because:-

.....  
.....  
.....

I have read the attached notes. The information I have given on this form is correct:

Signature of parent/carer ..... Date: .....

**PLEASE NOTE: Unless you hear from us, your application for the absence will be authorised.**

*For school use only:*

Headteacher's signature ..... Date: .....

## **NOTES ON APPLICATION FOR A FAMILY HOLIDAY/ABSENCE REQUEST**

### **Planning your holiday**

Cornwall Council publishes the dates of school terms well ahead. This is to help you plan your holidays. When you book your holiday, please check that it does not clash with the school term.

### **The value of regular attendance**

Research shows that pupils perform better if their parents or guardians emphasise the importance of attending school.

### **Your legal responsibilities**

You have a legal duty to make sure your child attends school regularly and punctually. The school and the Local Authority monitor your child's attendance and will take action if it is poor.

### **Absence for a family holiday**

The Government recommends that family holidays are taken outside school term time. Headteachers can only give permission for a pupil to go on holiday during term time in EXCEPTIONAL circumstances.

**The Headteacher will not normally give permission simply because holidays cost less during school term time or parents' work commitments.**

### **Applying for absence because of a family holiday**

If you have to take your family holiday during school term time, please fill in a holiday/absence request form with as much notice as possible.

### **Please be aware**

If you take your child out of school without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service, who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months, or both.

#### *Please note:*

If your application for absence is *not* authorised, you will receive notification from the Headteacher, otherwise you should assume it has been authorised.