



Dear Parents

In 2006 the Local Education Authority issued guidance on authorising holidays in term time and extended leave of absence.

The guidance states:

- That it is the duty of parents to ensure that their child attends school regularly and is punctual. The LEA delegates to the Education Welfare Service the power to prosecute parents who fail to ensure that their child attends school regularly.
- On the issue of holidays in term time the message is quite clear: Parents are expected to take family holidays during school holidays and should not take pupils on holiday in term time. Any requests for absence during term time will be considered as exceptional and requests leading up to or during assessment periods will not be granted. Any absences that are not granted will be recorded as unauthorised and the Education Welfare Service will be notified.
- Holidays taken for the following reasons should not be authorised:
  - Availability of cheap holidays;
  - Availability of desired accommodation;
  - Poor weather experienced in school holiday periods;
- That under section 23 of the Anti-Social Behaviour Act, parents who do take their children on holiday in term time without prior authorisation by the school may be fined.

We have carefully considered the guidance and adopted the recommendations in our School Attendance Policy, which is available to read at the school office. At Overstone we aim to achieve good attendance through working in partnership with staff, pupils, parents, governors and the Education Welfare Service.

I would recommend that parents discuss leave of absence requests with myself as any absence from school can result in children falling behind with their work.

Thank you for your support

Yours sincerely

A rectangular box containing a handwritten signature in cursive script that reads "K Eales".

Mrs K Eales

Headteacher

**Overstone Combined School**

**Application for Leave of Absence**

**Regulation 8 – Education (Pupil Registration) Regulations 1995**

**PLEASE NOTE: PARENTS ARE EXPECTED TO TAKE FAMILY HOLIDAYS  
DURING SCHOOL HOLIDAYS**

Name of child: ..... Class.....

Proposed dates of absence: From..... To.....

I request permission from the school's Governing Body for my child to be granted Leave of Absence for the above dates.

Please give details and reason for the proposed absence:

Signature of Parent / Guardian..... Date.....

The completed form should be submitted to the Headteacher not less than 1 month before the proposed period of absence. Parents are strongly advised to discuss the application with the Headteacher.

The Governing Body will carefully consider your request and may take your child's attendance record into account. If permission is refused, any absence for the above period will be recorded as unauthorised.

**Permission will not be granted for leave of absence during or immediately prior assessment periods.**  
*Having a good education will help to give your child the best possible start in life.*  
*If your child is absent for any period, he or she may miss essential elements of their learning programme.*

**For office use:**

Academic Year	
No. of sessions school has been open this year to date	
No. of absences this year to date	
No. of authorised absences this year to date	
No. of absences as authorised holiday this year to date	
Headteacher comments	