



## Occold Primary School

The Street, Occold, Suffolk, IP23 7PL

01379 678330

Executive Headteacher – Mr Bobby Varela

Head of School – Miss Katie Thornton

[www.occoldprimaryschool.org](http://www.occoldprimaryschool.org)

## Absence Request Form

**Headteachers have been given the following directive by the All Saints Schools Trust, regarding requests for holiday during term time:**

*Term-time holidays are intended for children whose parents are unable to take holiday at any other time. Schools will consider every application individually, our policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. Time off school for family holidays **is not a right**. An application must be made, with appropriate evidence, **four weeks in advance** of the intended holiday.*

Schools will consider authorising holidays only for the extreme extenuating circumstances such as:

- UK service personnel who have restricted leave options;
- When a family needs to spend time together to support each other during or after a crisis, e.g. bereavement.

We recognise that in very extreme cases, parents may be subject to a strict and un-negotiable company holiday policy due to operation reasons (in these circumstances, evidence will need to be provided on headed paper). However, we also know that the majority of companies operate a rota system so that holidays are indeed possible in the vacation period if requests are made in advance.

***We would urge families to consider the Easter vacation period and half-terms if the summer vacation period is inconvenient.***

Requests for holidays for the following reasons will not be authorised:

- cheaper cost of holiday;
- availability of the desired accommodation;
- family birthdays;
- poor weather experienced in school holiday periods;
- overlap with beginning or end of term.

*Schools will NOT authorise a holiday during periods of national tests, i.e. SATS and Phonics checks or the beginning of the school year (September).*

The Education Attendance Service, on behalf of Suffolk County Council, will be issuing fixed penalty notices in the following situations:

- Where a pupil has had 5 or more days (10 sessions) of unauthorised absence during a 10 school week period.

The penalty is payable to the Local Authority (details for payment will be contained in the Notice). The amount of the penalty is:

- £80 if paid within 21 days of receipt of the Notice; please note this is £80 for each child, for each parent/carer (i.e. 2 children, 2 parent/carers = £320 fine) increasing to £160 between 21 and 28 days.

**Occold Primary School is part of the All Saints Schools Trust.**

A charitable company limited by guarantee.

Registered in England and Wales. Company Number: 11216388.



**FOR PARENTS TO FILL IN:**

I would like to request 'leave of absence' for:

<b>Name</b>	<b>Class</b>

<b>From:</b>	<b>To: (inclusive)</b>	<b>Total School Days =</b>

Please give a reason why the family cannot take their holidays during school holidays:

**Signed:**

**Date:**

(Please return this form to the school office at least four weeks before the absence starts)

✂ .....

**FOR THE SCHOOL TO COMPLETE:**

<b>Child's Name:</b>	<b>Attendance percentage:</b>

**Authorised** by the Headteacher

**NOT authorised** by the Headteacher

Family Holiday Agreed	Family Holiday Not Agreed	Authorised Absence	Unauthorised Absence	Religious Observance

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