

LINTON VILLAGE COLLEGE CLUSTER SCHOOLS FAMILY HOLIDAYS IN TERM TIME

Dear Parents

We are writing to clarify the situation in relation to leave of absence for (including family holidays) in term time, so that all schools in our cluster can adopt a consistent approach.

You should not expect your child's school to agree to any absence for a holiday in term time. Taking a holiday during term time means that children miss important school time – both educationally and for other school activities. It will be difficult for them to catch up on work later on.

Parents do not have a legal right to take children out of school on holiday. Schools will only consider requests for up to ten days a year in exceptional circumstances. Each application, which should be received two weeks in advance, is considered individually, taking into account the following factors:

- the child's attendance record (it should exceed 95% attendance)
- the timing of the absence (it should not be taken during test times, exam days or at the beginning of term)
- the reason for the absence (the exceptional circumstances must be explained - a cheap term time holiday will not be accepted as a valid reason for absence)

There is more information about what's acceptable and what's not on the leaflet provided.

If leave is taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Officer and possible legal proceedings.

Yours sincerely

Caroline Derbyshire
Linton Village College

Keith Archer
Burrough Green

Jennifer Malone
Linton Heights

Sue Hodgson
Great Abington

Alison Rowe
Meadow, Balsham

Kevin Sheehan
Castle Camps

Louise Clark
Linton Infants

Lucie Calow
Granta



APPLICATION FOR LEAVE OF ABSENCE

To be completed by parents

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I request that (name of child)
be granted leave of absence from
..... (name of school)

from to 20

for the following reason (Details must be provided,. Insufficient information will mean authorisation cannot be given)

.....
.....

Signature of Parent / Carer Date

To be completed by the school

Attendance record

Good (over 97%)

Satisfactory (over 95%)

Unsatisfactory (below 95%)

Authorised

Unauthorised

Signature of Headteacher Date